

NOTICE OF MEETING

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Central Yavapai Fire District Board of Directors and the general public that the Central Yavapai Fire District will hold a meeting open to the public on **Tuesday, November 17, 2015 at 2:00 p.m.** The meeting will be held at **Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.** The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with the District's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS
2. PLEDGE OF ALLEGIANCE
3. PRESENTATIONS
 - A. Prescott Valley Town Council Report
 - B. Capital Replacement Plan
4. CALL TO THE PUBLIC

Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter may be placed on a future agenda.
5. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately for discussion and possible action.

 - A. Approve October 15, 2015 Central Yavapai and Chino Valley Fire Districts Special Session Minutes
 - B. Approve October 15, 2015 Regular Session Minutes
 - C. Approve General Fund Financial Statements
 - D. Approve Bond Debt Service Financial Statements
6. CORRESPONDENCE
 - A. Letters from the Public
 - B. Monthly Division Reports-Report from the Fire Chief and staff in regard to current activities of the Fire District and the status and progress relating thereto
7. OLD BUSINESS
 - A. Discussion and Possible Action Related to Training Center Drainage Issues
8. NEW BUSINESS
 - A. Swear in Local Public Safety Personnel Retirement System (PSPRS) Board Members
 - B. Discussion and Possible Approval of Purchasing Electronic Document Archiving Software
 - C. Discuss and Approve Purchase of Vehicle for Fire Prevention
 - D. Approve New Job Description Administrative Assistant IV and Administrative Wage Scales

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If any disabled person needs any type of accommodation, please notify  
Central Yavapai Fire District at (928) 772-7711 prior to the scheduled meeting time.



- E. Discuss and Possibly Approve Board Meeting Day, Time, and Location Change
- F. Discuss and Approve Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel
- G. Discuss and Approve Capital Replacement Schedule

9. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Training Center Drainage
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Intergovernmental Agreement with State Forestry
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Personnel Matter Pursuant to A.R.S. §38-431.03(A)(1) Re: Public Safety Personnel Retirement system (PSPRS) Local Board Member Applications
- D. Consultation for Legal Advice with Attorney Pursuant to A.R.S. §38-431.03(A)(3) and Legal Advice Regarding Contract Subject to Negotiations Pursuant to A.R.S. §38-431.03(A)(4) Re: Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel

10. OLD BUSINESS CONTINUED

- A. Discussion and Possible Action Related to Training Center Drainage Issues
- B. Discussion and Possible Action Related to State Forestry Agreement

11. NEW BUSINESS CONTINUED

- A. Discussion and Possible Action Related to Public Safety Personnel Retirement System (PSPRS) Local Board Member Applications
- B. Discussion and Possible Action Related to the Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel

12. ADJOURNMENT

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If any disabled person needs any type of accommodation, please notify
Central Yavapai Fire District at (928) 772-7711 prior to the scheduled meeting time.



TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: PRESCOTT VALLEY TOWN COUNCIL REPORT

Town of Prescott Valley Council Member will provide the Board with an update on the most recent economic development activity for the Town of Prescott Valley.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: CAPITAL REPLACEMENT PLAN

Chief Tharp will provide an overview of Capital Replace Plan.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: CALL TO THE PUBLIC

The Chairperson shall announce this portion of the CYFD Board meeting as a Call to the Public. This portion of the meeting is for individuals to address the Board on any issue within the jurisdiction of the Board. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on issues raised during the Call to the Public unless item is properly noticed on the agenda due to restrictions of the Open Meeting Law.

Any member of the public wishing to address the Fire District Board shall complete the Fire District written disclosure form with his or her name on it for the record prior to speaking. Thereafter, the Chairperson shall ask those wishing to address the Board to raise their hand so they may be recognized. Please state your name for the record. In the interest of the orderly and efficient conduct of the open meeting, the Chairperson may limit speakers to three minutes.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Assistant Chief of Administration Tharp
DATE: November 11, 2015

SUBJECT: CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately for discussion and possible action.

- A. Approve October 15, 2015 Central Yavapai and Chino Valley Fire Districts Special Session Minutes*
- B. Approve October 15, 2015 Regular Session Minutes*
- C. Approve General Fund Financial Statements*
- D. Approve Bond Debt Service Financial Statements*

The October General Fund Financial Statements include the payroll direct deposit reports, the payroll and accounts payable check registers, income statement, balance sheet, cash flow projections, and revenue and expense graphs. The income statement and balance sheet are included for the Bond Debt Service Account. The bank reconciliation documents are included for all financial accounts.

Suggested Motion: Approve Consent Agenda.

If you have any questions, please call Chief Freitag or myself at 772-7711.

**CENTRAL YAVAPAI FIRE DISTRICT
BOARD OF DIRECTORS**

and

**CHINO VALLEY FIRE DISTRICT
BOARD OF DIRECTORS**

SPECIAL SESSION MINUTES

October 15, 2015

A. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Central Yavapai Fire District (CYFD) Board Chairman Rutherford called the Central Yavapai Fire District Special Session Board meeting to order on Thursday, October 15, 2015 at 6:00 p.m. at Central Yavapai Fire District Regional Training Academy, 9601 E. Valley Road, Prescott Valley, Arizona.

Central Yavapai Fire District Members Present

Board Chairman Steve Rutherford, Board Members ViciLee Jacobs, Darlene Packard, and Tom Steele

Central Yavapai Fire District Members Absent

Board Clerk Bob Page

Central Yavapai Fire District Staff Present

Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative/IT Assistant Laura Mowrer, and Office Assistant Anna Corbiere

Central Yavapai Fire District Legal Counsel Present

Attorney Nick Cornelius

Chino Valley Fire District (CVFD) Board Chairperson Ducote called the Chino Valley Fire District Special Board meeting to order on Thursday, October 15, 2015 at 6:00 p.m. at Central Yavapai Fire District Regional Training Academy, 9601 E. Valley Road, Prescott Valley, Arizona.

Chino Valley Fire District Members Present

Board Chairperson Cyndy Ducote, Board Clerk Dave Dobbs, Board Members Karrie Blum, Dave McConnell, and Julie Pettit

Chino Valley Fire District Members Absent

None

Chino Valley Fire District Staff Present

Fire Chief Scott Freitag

Chino Valley Fire District Legal Counsel Present

Attorney Nick Cornelius

Others in Attendance

Members of the public

B. PLEDGE OF ALLEGIANCE

CYFD Board Chairman Rutherford led the recitation of the Pledge of Allegiance.

C. CALL TO THE PUBLIC

CYFD Chairman Rutherford directed anyone wishing to address either Fire District Board to complete a request form for the record. He requested those wanting to speak to raise their hand and asked that comments be limited to 3 minutes.

No comments from the public.

D. CORRESPONDENCE

1. Monthly Division Reports-Report from the Fire Chief and staff in regard to current activities of the Fire District and the status and progress relating thereto

Chief Freitag discussed the steps that are being taken to correct the error made in the annexation process for a few properties in Chino Valley. Chief Freitag discussed the various meetings that members of Senior Staff have attended in the last month. Chief Tharp stated that staff is moving forward with the use of BoardPac for members of the CYFD Board, and that the tablets will be available for use at the next meeting.

E. OLD BUSINESS

1. Discussion and possible approval of Intergovernmental Agreement between State Forestry and Central Yavapai Fire District and between State Forestry and Chino Valley Fire District

Attorney Cornelius stated that he will be attending a meeting next week, and he will provide staff with an update at that time. Chairman Rutherford stated that

many of the changes coming forth with these contracts are stemming from the Yarnell Hill incident.

No further action was required on this agenda item at this time.

2. Discussion and possible approval of Joint Powers Authority Agreement and Central Yavapai Fire District Resolution 15-07 and Chino Valley Fire District Resolution 15-04

Board Member Pettit commented that she is appreciative of staff and Attorney Cornelius for the time and effort they have contributed toward this document. Chairman Rutherford stated that this particular document has been worked on continuously for quite some time between the Boards, Senior Staff, and Attorney Cornelius. Chief Freitag mentioned that he recently had a phone interview with Bill Monroe from KQNA. He stated that Bill was complementary of both Boards for their due diligence. Chief Freitag noted that the original agreement was initiated by South West Metro Fire in Colorado. Our staff was able to utilize their original document as a foundation. He also added his gratitude toward staff and Attorney Cornelius. Chairman Rutherford added his compliments and gratitude to staff members, as well as his appreciation for both Boards working together through this process.

Chief Freitag read Central Yavapai Fire District Resolution 15-07 into the record.

Board Member Jacobs made a motion approve the Joint Powers Authority Agreement and Central Yavapai Fire District Resolution 15-07. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Rutherford, Packard, Steel, Jacobs

NAYS: None

Chief Freitag read Chino Valley Fire District Resolution 15-04 into the record.

Board Member Dobbs made a motion approve to the Joint Powers Authority Agreement and Chino Valley Fire District Resolution 15-04. Board Member Blum seconded the motion. Board Member McConnell abstained from voting due to conflict of interest. MOTION CARRIED

AYES: Ducote, Blum, Pettit, Dobbs

NAYS: None

ABSENCES: McConnell

Chief Freitag again added his gratitude to Senior Staff for their work on the JPA. He also thanked Union Presidents Gordon Dibble and Rob Zazueta for their cooperation. Chairman Rutherford expressed his gratitude to the respective labor

groups. Attorney Cornelius voiced his gratitude towards Board Members, Administration, and Senior Staff.

Attorney Cornelius discussed the Central Arizona Fire and Medical Authority Board creation and explained the initial members will consist of Chairpersons and Clerks from both Districts: Chairman Rutherford and Clerk Page from CYFD, and Clerk Dobbs. However, Board Member Pettit will be seated due to a conflict of interest for Chairperson Ducote from CVFD. Chief Freitag stated the Authority Board will meet in November to choose the fifth member. Attorney Cornelius congratulated the Authority Board.

F. VOTE TO GO INTO EXECUTIVE SESSION

1. Legal advice pursuant to A.R.S. §38-431.03(A)(3) and instruction to District Legal Counsel pursuant to A.R.S. §38-431.03(A)(4) Re: Joint Powers Authority Agreement with Central Yavapai Fire District and Chino Valley Fire District

No executive session required.

G. ADJOURNMENT

Member Packard made a motion to adjourn. Board Member Jacobs seconded the motion. MOTION CARRIED

AYES: Rutherford, Steele, Jacobs, Packard
NAYS: None

The Central Yavapai Fire District meeting was adjourned at 6:30 p.m.

Board Member Pettit made a motion to adjourn. Board Member Blum seconded the motion. MOTION CARRIED

AYES: Ducote, Blum, Pettit, Dobbs, McConnell
NAYS: None

Board Chairperson Ducote adjourned the Chino Valley Fire District meeting at 6:30 p.m.

Date

Date

Central Yavapai Fire District
Bob Page, Board Clerk

Chino Valley Fire District
Dave Dobbs, Board Clerk

**CENTRAL YAVAPAI FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR SESSION**

October 15, 2015

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairman Rutherford called the Fire Board meeting to order on Thursday, October 15, 2015, at 5:30 p.m. at Central Yavapai Fire District Regional Training Academy, 9601 E. Valley Road, Prescott Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Members ViciLee Jacobs, Darlene Packard, and Tom Steele

Members Absent: Board Clerk Bob Page

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative/IT Assistant Laura Mowrer

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No report was presented.

B. Fire Corps Program and New Members

Fire Corps Volunteer Coordinator Bill Brookins informed the Board that our volunteers have clocked 633 hours this year. Those hours were accumulated by five volunteers. He introduced new Fire Corps Volunteer Beverly Patten. She is doing an excellent job assisting CYRTA and Administrative members. Her husband, Thomas, also volunteers in the warehouse. Volunteer Danielle Raoul was not able to attend the Board meeting due to her schedule with her regular job. Chairman Rutherford expressed his appreciation for all our Fire Corps Volunteers.

C. Battalion Chief Todd Abel Yarnell Follow-up

Battalion Chief Todd Abel expressed his appreciation to the Fire Board, Attorney Cornelius, Chiefs Freitag, Tharp, Polacek, and Bliss for all of their support during the Yarnell Hill incident as he was the operations chief. He stated that the support he received was outstanding. Chief Abel explained that he has been elected to the Wildland Fire Fighters Foundation Board of Directors. They will be developing a program to educate families as to why lawsuits should not be initiated.

4. CALL TO THE PUBLIC

Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter may be placed on a future agenda.

No public comments.

5. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately for discussion and possible action.

A. Approve September 2, 2015 Special Session Minutes

B. Approve September 23, 2015 Regular Session Minutes

C. Approve September 23, 2015 Executive Session Minutes

D. Approve General Fund Financial Statements

E. Approve Bond Debt Service Financial Statements

F. Approve Fee For Services Agreement with Prescott Valley Event Center LLC

Board Member Packard made a motion to approve the consent agenda items A. through F. Board Member Jacobs seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele
NAYS: None

6. CORRESPONDENCE

A. Letters from the Public

Chief Freitag mentioned a letter from Scott Orr who had ridden with Station 53-B crew. He wrote a series of three newspaper articles sharing his experience. It was nice of him to follow-up with a note. Mr. Orr will be following our brand new Firefighter Kyle Runo who begins his first shift on Friday; we look forward to seeing that article.

7. VOTE TO GO INTO EXECUTIVE SESSION

A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Training Center Drainage

Attorney Cornelius stated that an executive session was not necessary.

8. OLD BUSINESS

A. Discussion and Possible Action Related to Training Center Drainage Issues

Attorney Cornelius explained that there was a teleconference with the various attorneys and representatives from BlueScope and Ace Hardware. J2 Engineering is proceeding with a total valuation and there was survey conducted at CYRTA. We expect to have the initial report within the next couple of weeks.

9. ADJOURNMENT

Board Member Packard made a motion to adjourn. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele
NAYS: None

The meeting was adjourned at 5:41 p.m.

Date

Bob Page, Board Clerk

DRAFT

CENTRAL YAVAPAI FIRE DISTRICT
Income Statement
(Original Budget to Actual Comparison)
For the period of 10/1/2015 Through 10/31/2015

	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues									
Real Estate Tax	400000000	\$4,678,161.50	\$0.00	\$4,678,161.50	0.0 %	\$6,000,313.53	\$13,018,632.00	\$(7,018,318.47)	(53.9)%
Fire Protection Contracts	400100000	613.98	0.00	613.98	0.0	22,157.57	65,000.00	(42,842.43)	(65.9)
Yavapai Tribe Contract	400200000	0.00	0.00	0.00	0.0	0.00	313,900.00	(313,900.00)	(100.0)
Personal Property Tax	410000000	75,612.67	0.00	75,612.67	0.0	111,462.23	265,686.00	(154,223.77)	(58.0)
Fire District Assistance Tax	420000000	97,909.38	0.00	97,909.38	0.0	128,198.33	0.00	128,198.33	0.0
Walker VFD Maintenance	431500000	680.00	0.00	680.00	0.0	3,143.13	8,000.00	(4,856.87)	(60.7)
Mayer Maintenance	432500000	0.00	0.00	0.00	0.0	5,550.88	5,000.00	550.88	11.0
Chino Valley Maintenance	435000000	660.00	0.00	660.00	0.0	7,645.00	21,306.00	(13,661.00)	(64.1)
Clarkdale Maintenance	435200000	0.00	0.00	0.00	0.0	0.00	3,000.00	(3,000.00)	(100.0)
Camp Verde Maintenance	436000000	0.00	0.00	0.00	0.0	0.00	1,000.00	(1,000.00)	(100.0)
Montezuma Rimrock Maintenance	436500000	0.00	0.00	0.00	0.0	0.00	1,000.00	(1,000.00)	(100.0)
US Forest Service Maintenance	437500000	0.00	0.00	0.00	0.0	0.00	1,000.00	(1,000.00)	(100.0)
Rosenbauer/Central States Maintenance	438500000	0.00	0.00	0.00	0.0	0.00	3,000.00	(3,000.00)	(100.0)
Crown King Maintenance	439500000	0.00	0.00	0.00	0.0	0.00	500.00	(500.00)	(100.0)
Plan Review Fees	440000000	1,450.46	0.00	1,450.46	0.0	3,617.78	4,500.00	(882.22)	(19.6)
Care Home Inspection Revenue	441500000	0.00	0.00	0.00	0.0	0.00	500.00	(500.00)	(100.0)
Special Events Fees	442000000	600.00	0.00	600.00	0.0	800.00	17,500.00	(16,700.00)	(95.4)
CRMD Permits	442500000	0.00	0.00	0.00	0.0	0.00	200.00	(200.00)	(100.0)
Inspection Fees	443000000	0.00	0.00	0.00	0.0	0.00	1,000.00	(1,000.00)	(100.0)
Groom Creek Dispatch	460000000	0.00	0.00	0.00	0.0	0.00	500.00	(500.00)	(100.0)
Williamson Vly FD Maintenance	464000000	0.00	0.00	0.00	0.0	0.00	750.00	(750.00)	(100.0)
Other Vehicle Maintenance/Warranty	470000000	0.00	0.00	0.00	0.0	0.00	1,000.00	(1,000.00)	(100.0)
Cell Tower Lease Revenue	477500000	2,687.50	0.00	2,687.50	0.0	14,631.66	38,000.00	(23,368.34)	(61.5)
State of AZ/OR-District Fires	480000000	0.00	0.00	0.00	0.0	18,894.64	50,000.00	(31,105.36)	(62.2)
Interest Income-General Fund	490000000	30.20	0.00	30.20	0.0	4,355.37	15,000.00	(10,644.63)	(71.0)
Interest Income-Cap Rsv Fund	490100000	163.18	0.00	163.18	0.0	8,724.54	0.00	8,724.54	0.0
Misc. Income	510000000	11,124.42	0.00	11,124.42	0.0	11,915.95	10,900.00	1,015.95	9.3
CPR Class Income	510500000	0.00	0.00	0.00	0.0	428.00	6,000.00	(5,572.00)	(92.9)
Wildland Reimbursements	512531000	0.00	0.00	0.00	0.0	0.00	15,000.00	(15,000.00)	(100.0)
Communications Contracting Revenue	514041000	0.00	0.00	0.00	0.0	16,775.64	125,000.00	(108,224.36)	(86.6)
Paramedic Ride-in For Lifeline	535000000	0.00	0.00	0.00	0.0	0.00	100.00	(100.00)	(100.0)
Donations	540000000	0.00	0.00	0.00	0.0	520.00	500.00	20.00	4.0
2007 HSGP Grant	541050001	0.00	0.00	0.00	0.0	0.00	20,000.00	(20,000.00)	(100.0)
Grant-FEMA-SAFER	543050005	114,275.11	0.00	114,275.11	0.0	114,275.11	145,810.00	(31,534.89)	(21.6)
Babysitting Class	560000000	0.00	0.00	0.00	0.0	0.00	600.00	(600.00)	(100.0)
Chino Valley Fire District-Prevention	561100000	0.00	0.00	0.00	0.0	0.00	45,000.00	(45,000.00)	(100.0)
Warehouse Purchasing Group	570000000	9,355.36	0.00	9,355.36	0.0	52,830.61	50,000.00	2,830.61	5.7
CYFD Training Center Classes	590000000	150.00	0.00	150.00	0.0	2,090.00	30,000.00	(27,910.00)	(93.0)

11/9/15
3:24:49 PM

CENTRAL YAVAPAI FIRE DISTRICT
Income Statement
(Original Budget to Actual Comparison)
For the period of 10/1/2015 Through 10/31/2015

	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Revenues		\$4,993,473.76	\$0.00	\$4,993,473.76	0.0 %	\$6,528,329.97	\$14,284,884.00	\$(7,756,554.03)	(54.3)%
<u>Personnel Expenses</u>									
Salaries/Admin	610010000	\$69,447.38	\$0.00	\$(69,447.38)	0.0 %	\$205,052.91	\$597,913.00	\$392,860.09	65.7 %
Salaries/CRMD	610020000	29,402.40	0.00	(29,402.40)	0.0	88,187.55	303,396.00	215,208.45	70.9
Salaries/Operations	610030000	591,702.56	0.00	(591,702.56)	0.0	1,775,493.00	5,242,451.00	3,466,958.00	66.1
Salaries/Training	610035000	28,585.79	0.00	(28,585.79)	0.0	96,091.07	253,313.00	157,221.93	62.1
Salaries/Communications	610041000	33,141.60	0.00	(33,141.60)	0.0	99,698.40	285,156.00	185,457.60	65.0
Salaries/Facilities Maintenance	610043000	8,476.80	0.00	(8,476.80)	0.0	25,359.20	73,478.00	48,118.80	65.5
Salaries/Fleet Maint	610048000	38,173.60	0.00	(38,173.60)	0.0	113,550.40	359,190.00	245,639.60	68.4
Salaries/Warehouse	610049000	7,317.60	0.00	(7,317.60)	0.0	21,736.80	63,740.00	42,003.20	65.9
Salaries/Reserve	610132000	2,126.38	0.00	(2,126.38)	0.0	8,343.98	20,000.00	11,656.02	58.3
Salaries Reserve/Aux Staffing	610232000	2,341.65	0.00	(2,341.65)	0.0	8,470.47	20,000.00	11,529.53	57.6
Special Detail/Admin	610310000	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Special Detail / CRMD / Fire Pal	610320400	1,612.50	0.00	(1,612.50)	0.0	1,637.50	9,600.00	7,962.50	82.9
Special Detail / CRMD/ Babysitter Prgrm	610320402	0.00	0.00	0.00	0.0	0.00	250.00	250.00	100.0
Special Detail/CRMD/Spec Ev Assign Pay	610320403	287.50	0.00	(287.50)	0.0	287.50	6,500.00	6,212.50	95.6
Fire Investigator Trainees	610320404	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Spec Det/Ops CPR Prgrm Int/Ext	610330425	325.00	0.00	(325.00)	0.0	725.00	5,000.00	4,275.00	85.5
Telestaff Maintenance	610330426	487.50	0.00	(487.50)	0.0	487.50	2,000.00	1,512.50	75.6
Spec Det/Ops Wildland Prgrm Mngr	610330428	0.00	0.00	0.00	0.0	0.00	600.00	600.00	100.0
Spec Det/Ops Chainsaw Maint Hours	610330429	0.00	0.00	0.00	0.0	0.00	600.00	600.00	100.0
Spec Det/Ops TRT Prgrm Mangr Pay	610330430	75.00	0.00	(75.00)	0.0	112.50	500.00	387.50	77.5
Spec Det/Ops Employee Hlth Immuniz Prgrm	610330431	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Spec Det/Ops EMS Equip/Supplies Mngr	610330433	225.00	0.00	(225.00)	0.0	1,356.25	0.00	(1,356.25)	0.0
Spec Det/Ops CISD Program Shift Peers	610330435	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Spec Det/Ops End of Prob Test (Eval/Help	610330436	37.50	0.00	(37.50)	0.0	37.50	400.00	362.50	90.6
Spec Det/Ops FF Promo Testing (Eval/Help	610330437	0.00	0.00	0.00	0.0	0.00	750.00	750.00	100.0
Spec Det/Ops Comm/Tower Work + New Tower	610330439	275.00	0.00	(275.00)	0.0	900.00	6,500.00	5,600.00	86.2
Spec Det/Ops Haz Mat Program	610330440	50.00	0.00	(50.00)	0.0	50.00	625.00	575.00	92.0
Spec Det/Ops Hose Program	610330441	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Spec Det/Ops SCBA Program	610330442	100.00	0.00	(100.00)	0.0	100.00	750.00	650.00	86.7
Spec Det/Ops Mask Fit Testing Program	610330443	0.00	0.00	0.00	0.0	0.00	900.00	900.00	100.0
Spec Det/Ops Mask Fit Tstg Prg Res Rec A	610330444	0.00	0.00	0.00	0.0	0.00	200.00	200.00	100.0
Spec Det/Ops FF Equipment Program	610330445	0.00	0.00	0.00	0.0	0.00	625.00	625.00	100.0
Spec Det/Ops Res Rec Aca (Asst Instr/Hel	610330447	2,587.50	0.00	(2,587.50)	0.0	4,062.50	8,700.00	4,637.50	53.3
Spec Det/Ops Engineer Promo Testing	610330449	0.00	0.00	0.00	0.0	0.00	5,000.00	5,000.00	100.0
Spec Det/Ops Captain Promo Testing	610330450	0.00	0.00	0.00	0.0	0.00	2,100.00	2,100.00	100.0
Spec Detail / Warehouse	610330451	0.00	0.00	0.00	0.0	187.50	0.00	(187.50)	0.0

CENTRAL YAVAPAI FIRE DISTRICT
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	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Spec Det/Tmg Instr Annual Eng Co Trn In	610335476	675.00	0.00	(675.00)	0.0	862.50	1,600.00	737.50	46.1
Spec Det/Tmg Instr Rope Resc Prof Test	610335477	50.00	0.00	(50.00)	0.0	50.00	1,000.00	950.00	95.0
Spec Det/Tmg Instr WL IA Class Instruct	610335479	0.00	0.00	0.00	0.0	0.00	5,000.00	5,000.00	100.0
Spec Det/Tmg Instr In-House EMS Trainin	610335482	0.00	0.00	0.00	0.0	0.00	4,050.00	4,050.00	100.0
Tower Rescue/Instructor	610335483	50.00	0.00	(50.00)	0.0	50.00	1,000.00	950.00	95.0
CYRTA-CPAT Qtrly Tests	610335484	0.00	0.00	0.00	0.0	0.00	15,000.00	15,000.00	100.0
Spec Detail Warehouse	610349451	0.00	0.00	0.00	0.0	0.00	11,500.00	11,500.00	100.0
Supervisory Assignment Pay/CRMD	610420000	50.00	0.00	(50.00)	0.0	120.00	500.00	380.00	76.0
Supervisory Assignment Pay/Ops	610430000	2,891.25	0.00	(2,891.25)	0.0	10,141.38	20,000.00	9,858.62	49.3
Supervisory Assignment Pay/Maint	610448000	0.00	0.00	0.00	0.0	0.00	400.00	400.00	100.0
VA / SL Buyback	610530000	524.23	0.00	(524.23)	0.0	21,370.07	300,000.00	278,629.93	92.9
Assignment Pay/Tier 4	610630000	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Special Duty/PT Monitoring	610730000	125.00	0.00	(125.00)	0.0	350.00	6,100.00	5,750.00	94.3
In District Severity / Reserves	610832000	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
O.T. Salaries/Admin	611010000	1,866.89	0.00	(1,866.89)	0.0	5,933.77	5,500.00	(433.77)	(7.9)
O.T. Salaries/CRMD	611020000	1,295.15	0.00	(1,295.15)	0.0	3,762.04	15,000.00	11,237.96	74.9
Recall O.T./Operations	611030000	2,852.19	0.00	(2,852.19)	0.0	14,361.72	45,000.00	30,638.28	68.1
SWAT Response / Coverage	611030250	0.00	0.00	0.00	0.0	(428.94)	9,000.00	9,428.94	104.8
O.T. Salaries/CYRTA	611035000	203.72	0.00	(203.72)	0.0	251.57	3,911.00	3,659.43	93.6
O.T. Salaries/Communications	611041000	7,627.91	0.00	(7,627.91)	0.0	21,620.54	15,000.00	(6,620.54)	(44.1)
O.T. Salaries/Facilities Maintenance	611043000	0.00	0.00	0.00	0.0	0.00	3,240.00	3,240.00	100.0
O.T. Salaries/Maint	611048000	5,477.75	0.00	(5,477.75)	0.0	6,703.34	5,750.00	(953.34)	(16.6)
Salaries/Warehouse OT	611049000	137.21	0.00	(137.21)	0.0	1,295.36	15,000.00	13,704.64	91.4
FLSA O.T. Salaries/Operations	611130000	8,924.57	0.00	(8,924.57)	0.0	35,940.73	130,463.00	94,522.27	72.5
Shift O.T. Salaries/Operations	611230000	(1,927.19)	0.00	1,927.19	0.0	(2,157.99)	0.00	2,157.99	0.0
Shift OT Sal/Ops/Rte Shft Cov(VL,SL,FMLA	611230200	43,935.36	0.00	(43,935.36)	0.0	132,587.64	280,000.00	147,412.36	52.6
Shift OT Sal/Ops/Shft Cov-Prom Test Prep	611230201	0.00	0.00	0.00	0.0	0.00	1,500.00	1,500.00	100.0
Off District WL - Covg & Pay	611431000	68,665.31	0.00	(68,665.31)	0.0	307,223.87	20,000.00	(287,223.87)	(1436.1)
Training Captain OT/Ops/Quartly Training	611535300	4,482.16	0.00	(4,482.16)	0.0	5,717.84	18,000.00	12,282.16	68.2
Training Captain OT/Ops/Qtly Reser Trng	611535301	0.00	0.00	0.00	0.0	293.34	3,600.00	3,306.66	91.9
Training Captain OT/Ops/Bi-Annl Eng Trai	611535302	1,559.56	0.00	(1,559.56)	0.0	1,559.56	3,600.00	2,040.44	56.7
Training Captain OT/Ops/SD FT TC Work	611535304	1,362.50	0.00	(1,362.50)	0.0	2,762.50	3,750.00	987.50	26.3
Training Captain OT/Ops/SD FT Qtrly Rsv	611535305	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Training Captain OT/Ops/EVOC Drvr Trng	611535307	75.00	0.00	(75.00)	0.0	75.00	2,500.00	2,425.00	97.0
Swift Water Training Officers	611535370	0.00	0.00	0.00	0.0	0.00	2,500.00	2,500.00	100.0
Flashover Recert-Training Officers	611535380	0.00	0.00	0.00	0.0	0.00	4,000.00	4,000.00	100.0
OT PT Progr Cov/Cov for Tier 4 Individua	611630210	0.00	0.00	0.00	0.0	0.00	4,500.00	4,500.00	100.0
OT PT Progr Cov/PT Monitoring Coverage	611630211	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
OT PT Progr Cov/PFT OT Admin	611630212	0.00	0.00	0.00	0.0	0.00	1,470.00	1,470.00	100.0

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CENTRAL YAVAPAI FIRE DISTRICT
Income Statement
(Original Budget to Actual Comparison)
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	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
OT In-District Severity Staffing	611731000	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Tmng Cov/OT Eng Co Tmng Coverage	611835326	0.00	0.00	0.00	0.0	0.00	12,600.00	12,600.00	100.0
Tmng Cov/OT Cov New PFT Tmng	611835328	0.00	0.00	0.00	0.0	1,577.52	6,897.00	5,319.48	77.1
Tmng Cov/OT Cov Peer Fitness Coordinator	611835329	0.00	0.00	0.00	0.0	0.00	1,680.00	1,680.00	100.0
Tmng Cov/OT Cov AZ WL Acad AD Lve (3 Ins	611835331	0.00	0.00	0.00	0.0	0.00	3,500.00	3,500.00	100.0
Tmng Cov/OT Cov AZ WL Acad AD Leave (Par	611835332	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Tmng Cov/OT Cov Basin WL Drill (2 Engine	611835333	0.00	0.00	0.00	0.0	0.00	4,000.00	4,000.00	100.0
Tmng Cov/OT Cov Spec Ops Traning	611835336	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Tmng Cov/OT Cov Param Upgrade Tmng (2)	611835337	632.89	0.00	(632.89)	0.0	1,529.83	10,000.00	8,470.17	84.7
Tmng Cov/OT Cov TRT	611835338	0.00	0.00	0.00	0.0	0.00	12,000.00	12,000.00	100.0
Tmng Cptn Cert Classes Coverage	611835339	0.00	0.00	0.00	0.0	837.84	4,000.00	3,162.16	79.1
Tmng Cptn NIMS ICS 300/400	611835340	0.00	0.00	0.00	0.0	680.67	2,880.00	2,199.33	76.4
Tmng Cptn Basin Ops Grp Meetings	611835341	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
State Retirement/Admin	612910000	5,927.97	0.00	(5,927.97)	0.0	16,141.53	40,721.00	24,579.47	60.4
State Retirement/CRMD	612920000	2,041.66	0.00	(2,041.66)	0.0	6,035.89	17,796.00	11,760.11	66.1
State Retirement/Training	612935000	397.80	0.00	(397.80)	0.0	1,121.14	3,993.00	2,871.86	71.9
State Retirement/Communications	612941000	4,676.24	0.00	(4,676.24)	0.0	14,161.44	34,428.00	20,266.56	58.9
State Retirement/Facilities Maintenance	612943000	972.30	0.00	(972.30)	0.0	2,908.73	8,800.00	5,891.27	66.9
State Retirement/Maint	612948000	2,831.70	0.00	(2,831.70)	0.0	7,371.25	18,425.00	11,053.75	60.0
State Retirement/Warehouse	612949000	855.07	0.00	(855.07)	0.0	2,641.80	9,031.00	6,389.20	70.7
P.S.P.R.S./Admin	613010000	9,491.45	0.00	(9,491.45)	0.0	39,176.85	83,101.00	43,924.15	52.9
P.S.P.R.S./CRMD	613020000	4,151.63	0.00	(4,151.63)	0.0	12,816.94	36,386.00	23,569.06	64.8
P.S.P.R.S. / Operations	613030000	212,093.51	0.00	(212,093.51)	0.0	664,392.64	1,807,408.00	1,143,015.36	63.2
P.S.P.R.S. / Training	613035000	0.00	0.00	0.00	0.0	0.00	26,609.00	26,609.00	100.0
P.S.P.R.S./Maint	613048000	3,211.18	0.00	(3,211.18)	0.0	9,794.78	29,147.00	19,352.22	66.4
401A Retirement / Ops	613230000	11,376.82	0.00	(11,376.82)	0.0	36,714.42	95,112.00	58,397.58	61.4
401A / Training	613235000	2,915.24	0.00	(2,915.24)	0.0	11,307.69	32,606.00	21,298.31	65.3
401A Retirement / Maint	613248000	1,763.91	0.00	(1,763.91)	0.0	4,963.05	7,925.00	2,961.95	37.4
Reserve Pension	614032000	446.83	0.00	(446.83)	0.0	1,755.15	4,200.00	2,444.85	58.2
State Comp/Admin	615010000	8,686.42	0.00	(8,686.42)	0.0	13,314.74	14,506.00	1,191.26	8.2
State Comp/CRMD	615020000	3,003.70	0.00	(3,003.70)	0.0	8,141.31	16,442.00	8,300.69	50.5
State Comp/Operations	615030000	83,742.54	0.00	(83,742.54)	0.0	189,663.29	288,099.00	98,435.71	34.2
State Comp/Reserves	615032000	0.00	0.00	0.00	0.0	0.00	2,054.00	2,054.00	100.0
State Comp/Training	615035000	4,678.87	0.00	(4,678.87)	0.0	9,229.57	12,578.00	3,348.43	26.6
State Comp/Comm	615041000	4,512.90	0.00	(4,512.90)	0.0	9,895.45	14,678.00	4,782.55	32.6
State Comp/Facilities	615043000	957.35	0.00	(957.35)	0.0	2,185.43	3,752.00	1,566.57	41.8
State Comp/Maint	615048000	2,883.78	0.00	(2,883.78)	0.0	5,795.34	17,865.00	12,069.66	67.6
State Comp/Warehouse	615049000	861.45	0.00	(861.45)	0.0	1,893.45	3,850.00	1,956.55	50.8
State Comp/Volunteers	615110000	0.00	0.00	0.00	0.0	44.23	101.00	56.77	56.2

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State Comp Wages/Ops	616530000	(1,342.60)	0.00	1,342.60	0.0	(1,342.60)	0.00	1,342.60	0.0
State Comp Wages/Training	616535000	0.00	0.00	0.00	0.0	1,726.20	0.00	(1,726.20)	0.0
Unemployment/Admin	617010000	0.00	0.00	0.00	0.0	0.00	673.00	673.00	100.0
Unemployment/CRMD	617020000	0.00	0.00	0.00	0.0	0.00	449.00	449.00	100.0
Unemployment/Operations	617030000	57.58	0.00	(57.58)	0.0	136.48	5,831.00	5,694.52	97.7
Unemployment/Reserves	617032000	18.32	0.00	(18.32)	0.0	86.59	827.00	740.41	89.5
Unemployment / Training	617035000	19.44	0.00	(19.44)	0.0	26.14	224.00	197.86	88.3
Unemployment/Communications	617041000	0.00	0.00	0.00	0.0	0.00	299.00	299.00	100.0
Unemployment/Facilities	617043000	0.00	0.00	0.00	0.0	0.00	75.00	75.00	100.0
Unemployment/Maint	617048000	29.69	0.00	(29.69)	0.0	34.65	411.00	376.35	91.6
Unemployment/Warehouse	617049000	0.00	0.00	0.00	0.0	0.00	75.00	75.00	100.0
Social Security Exp/Admin	618010000	3,171.92	0.00	(3,171.92)	0.0	8,584.07	30,640.00	22,055.93	72.0
Social Security Exp/CRMD	618020000	1,106.27	0.00	(1,106.27)	0.0	3,270.04	3,886.00	615.96	15.9
Social Security Exp/Ops	618030000	517.79	0.00	(517.79)	0.0	1,127.03	0.00	(1,127.03)	0.0
Social Security Exp/Training	618035000	207.75	0.00	(207.75)	0.0	598.73	2,334.00	1,735.27	74.3
Social Security Exp/Communication	618041000	2,378.01	0.00	(2,378.01)	0.0	7,205.76	18,910.00	11,704.24	61.9
Social Security Exp/Facilities Maint	618043000	525.57	0.00	(525.57)	0.0	1,572.29	4,757.00	3,184.71	66.9
Social Security / Maint	618048000	1,500.20	0.00	(1,500.20)	0.0	3,894.11	12,714.00	8,819.89	69.4
Social Security / Warehouse	618049000	462.20	0.00	(462.20)	0.0	1,428.00	4,882.00	3,454.00	70.7
Medicare Exp/Admin	618110000	1,148.61	0.00	(1,148.61)	0.0	3,685.05	8,764.00	5,078.95	58.0
Medicare Exp/CRMD	618120000	430.55	0.00	(430.55)	0.0	1,292.46	4,876.00	3,583.54	73.5
Medicare Exp/Operations	618130000	9,861.71	0.00	(9,861.71)	0.0	30,559.94	89,039.00	58,479.06	65.7
Medicare Exp/CYRTA	618135000	423.25	0.00	(423.25)	0.0	1,475.85	3,730.00	2,254.15	60.4
Medicare Exp/Communications	618141000	556.15	0.00	(556.15)	0.0	1,685.23	4,452.00	2,766.77	62.1
Medicare Exp/Facilities Maintenance	618143000	122.91	0.00	(122.91)	0.0	367.70	1,112.00	744.30	66.9
Medicare Exp/Maint	618148000	735.63	0.00	(735.63)	0.0	2,018.96	5,297.00	3,278.04	61.9
Medicare Exp/Warehouse	618149000	108.10	0.00	(108.10)	0.0	333.98	1,142.00	808.02	70.8
Post Retirement Health Ins.	618530000	250.46	0.00	(250.46)	0.0	70,552.60	71,046.00	493.40	0.7
Employee Health Ins/Admin	619010000	10,892.90	0.00	(10,892.90)	0.0	28,086.15	69,660.00	41,573.85	59.7
Employee Health Ins/CRMD	619020000	3,605.01	0.00	(3,605.01)	0.0	9,880.39	30,960.00	21,079.61	68.1
Employee Health Ins/Operations	619030000	84,069.09	0.00	(84,069.09)	0.0	218,739.78	603,720.00	384,980.22	63.8
Employee Health Ins/Training	619035000	4,169.66	0.00	(4,169.66)	0.0	9,804.67	23,220.00	13,415.33	57.8
Employee Health Ins/Comm	619041000	4,347.56	0.00	(4,347.56)	0.0	11,549.04	30,960.00	19,410.96	62.7
Employee Health Ins/Facilities	619043000	1,229.96	0.00	(1,229.96)	0.0	3,030.47	7,740.00	4,709.53	60.8
Employee Health Ins/Maint	619048000	6,301.41	0.00	(6,301.41)	0.0	15,234.74	42,570.00	27,335.26	64.2
Employee Health Ins/Warehouse	619049000	1,111.82	0.00	(1,111.82)	0.0	2,881.05	7,740.00	4,858.95	62.8
Health Ins. Assistance/Ops	619130000	7,943.73	0.00	(7,943.73)	0.0	23,785.05	80,000.00	56,214.95	70.3
Total Personnel Expenses		\$1,486,755.69	\$0.00	\$(1,486,755.69)	0.0 %	\$4,561,775.94	\$12,106,556.00	\$7,544,780.06	62.3 %

CENTRAL YAVAPAI FIRE DISTRICT
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(Original Budget to Actual Comparison)
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	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Supply Expenses									
Office Supplies / Admin	620010000	\$(40.00)	\$0.00	\$40.00	0.0 %	\$309.94	\$500.00	\$190.06	38.0 %
Office Supplies / Communications	620041000	39.06	0.00	(39.06)	0.0	65.84	500.00	434.16	86.8
Office Supplies/Facilities Maint	620043000	0.00	0.00	0.00	0.0	112.98	0.00	(112.98)	0.0
Office Supplies / Warehouse	620049000	1,405.26	0.00	(1,405.26)	0.0	1,770.59	11,540.00	9,769.41	84.7
Computer Supplies & Software/Training	620135000	9,232.00	0.00	(9,232.00)	0.0	9,232.00	13,500.00	4,268.00	31.6
Computer Supplies & Equipment / Communic	620141000	51,731.27	0.00	(51,731.27)	0.0	59,766.39	149,894.00	90,127.61	60.1
Computer Supplies & Equipment / Warehous	620149000	0.00	0.00	0.00	0.0	0.00	750.00	750.00	100.0
In-House Dupl & Prtg / Admin	620510000	489.99	0.00	(489.99)	0.0	2,307.46	15,000.00	12,692.54	84.6
In-House Dupl & Prtg/ CRMD	620520000	212.65	0.00	(212.65)	0.0	489.68	2,300.00	1,810.32	78.7
In-House Dupl & Printing	620549000	3,076.46	0.00	(3,076.46)	0.0	3,964.46	5,600.00	1,635.54	29.2
District Fire Corps Program	621010000	17.47	0.00	(17.47)	0.0	324.47	500.00	175.53	35.1
District Mapping Program	621141000	0.00	0.00	0.00	0.0	0.00	6,200.00	6,200.00	100.0
Employee Health & Wellness Supplies	621230000	0.00	0.00	0.00	0.0	0.00	157.00	157.00	100.0
Medical Supplies	621530000	6,193.51	0.00	(6,193.51)	0.0	29,111.79	67,000.00	37,888.21	56.5
CPR Supplies & Books	621630000	0.00	0.00	0.00	0.0	1,000.00	8,100.00	7,100.00	87.7
Medical Equipment Replacement	621730000	0.00	0.00	0.00	0.0	316.07	10,000.00	9,683.93	96.8
Fuel (Diesel & Gas)	622048000	14,226.12	0.00	(14,226.12)	0.0	48,096.10	192,000.00	143,903.90	74.9
Oil & Lubr. (Routine)	622148000	(41.89)	0.00	41.89	0.0	(823.27)	12,600.00	13,423.27	106.5
Uniforms-Freitag, Scott	623010100	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Tharp, Dave	623010101	0.00	0.00	0.00	0.0	125.43	500.00	374.57	74.9
Uniforms-Mowrer, Laura	623010102	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Frawley, Teresa	623010103	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Butler, Karen	623010104	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Brookins, Patty	623010105	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-West, Cheryl	623010106	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Spingola, Debbie	623010107	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Corbiere, Anna	623010108	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms/CRMD	623020000	0.00	0.00	0.00	0.0	0.00	625.00	625.00	100.0
Uniforms-Chase, Rick	623020100	24.05	0.00	(24.05)	0.0	24.05	500.00	475.95	95.2
Uniforms-Smith, Andie	623020101	0.00	0.00	0.00	0.0	46.57	500.00	453.43	90.7
Uniforms-Ayars, Mandy	623020103	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Dixson, Susanne	623020105	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms/Operations	623030000	(3,888.00)	0.00	3,888.00	0.0	208.14	13,809.00	13,600.86	98.5
Uniforms-Polacek, Jeff	623030100	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Feddema, John	623030101	185.37	0.00	(185.37)	0.0	509.65	0.00	(509.65)	0.0
Uniforms-Davis, Brad	623030102	99.14	0.00	(99.14)	0.0	223.52	500.00	276.48	55.3
Uniforms-Carothers, Cougan	623030103	18.30	0.00	(18.30)	0.0	169.21	500.00	330.79	66.2
Uniforms-Abel, Todd	623030104	161.51	0.00	(161.51)	0.0	643.50	500.00	(143.50)	(28.7)

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Uniforms-Burch, Brian	623030105	34.48	0.00	(34.48)	0.0	61.60	450.00	388.40	86.3
Uniforms-Cole, Brian	623030106	219.08	0.00	(219.08)	0.0	219.08	450.00	230.92	51.3
Uniforms-Duplessis, Rob	623030107	185.89	0.00	(185.89)	0.0	328.93	450.00	121.07	26.9
Uniforms-Fields, Brody	623030108	43.63	0.00	(43.63)	0.0	186.92	450.00	263.08	58.5
Uniforms-Lys, Damian	623030110	27.45	0.00	(27.45)	0.0	144.91	450.00	305.09	67.8
Uniforms-Mauldin, Mark	623030111	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-McConnell, Dave	623030112	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-McKinnon, Alex	623030113	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Ness, Dan	623030114	211.99	0.00	(211.99)	0.0	462.97	0.00	(462.97)	0.0
Uniforms-Niemynsi, Doug	623030115	65.49	0.00	(65.49)	0.0	275.94	500.00	224.06	44.8
Uniforms-Olson, Rick	623030116	9.15	0.00	(9.15)	0.0	9.15	450.00	440.85	98.0
Uniforms-Pederson, Zach	623030117	18.30	0.00	(18.30)	0.0	18.30	450.00	431.70	95.9
Uniforms-Prange, Ross	623030118	0.00	0.00	0.00	0.0	141.98	450.00	308.02	68.4
Uniforms-Smith, Travis	623030119	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Stooks, Craig	623030120	12.76	0.00	(12.76)	0.0	12.76	450.00	437.24	97.2
Uniforms-Valadez, Armando	623030121	194.21	0.00	(194.21)	0.0	380.00	450.00	70.00	15.6
Uniforms-Baker, Mark	623030123	31.51	0.00	(31.51)	0.0	31.51	450.00	418.49	93.0
Uniforms-Beaudette, Lee	623030124	129.96	0.00	(129.96)	0.0	129.96	450.00	320.04	71.1
Uniforms-Brown, Dennis	623030125	254.04	0.00	(254.04)	0.0	254.04	450.00	195.96	43.5
Uniforms-Bushman, James	623030126	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Curry, Robert	623030127	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Dale, Jack	623030128	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Edwards, David	623030129	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Fields, Zach	623030130	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Fournier, Nick	623030131	0.00	0.00	0.00	0.0	108.48	450.00	341.52	75.9
Uniforms-Hlavack, Evan	623030132	231.49	0.00	(231.49)	0.0	340.50	450.00	109.50	24.3
Uniforms-Huddleston, Michael	623030133	12.76	0.00	(12.76)	0.0	162.71	450.00	287.29	63.8
Uniforms-Horstman, Stephen	623030134	339.54	0.00	(339.54)	0.0	339.54	450.00	110.46	24.5
Uniforms-King, Jeremiah	623030135	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Kuykendall, Jeff	623030136	62.45	0.00	(62.45)	0.0	465.04	450.00	(15.04)	(3.3)
Uniforms-Litchfield, Ron	623030137	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-McFadden, Mike	623030138	61.93	0.00	(61.93)	0.0	61.93	450.00	388.07	86.2
Uniforms-Nolan, Jason	623030139	170.17	0.00	(170.17)	0.0	328.63	450.00	121.37	27.0
Uniforms-Parra, Dustin	623030140	242.44	0.00	(242.44)	0.0	429.35	450.00	20.65	4.6
Uniforms-Pierson, Doug	623030141	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Pruitt, Rob	623030142	150.89	0.00	(150.89)	0.0	500.15	450.00	(50.15)	(11.1)
Uniforms-Seets, JW	623030143	366.78	0.00	(366.78)	0.0	520.67	450.00	(70.67)	(15.7)
Uniforms-Tucker, Mike	623030144	166.85	0.00	(166.85)	0.0	305.11	450.00	144.89	32.2
Uniforms-Aspa, Ryan	623030145	258.61	0.00	(258.61)	0.0	396.60	450.00	53.40	11.9

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Uniforms-Barnum, Josh	623030146	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Beard, Jared	623030147	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Blum, Rodney	623030148	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Corbieri, Aaron	623030149	273.09	0.00	(273.09)	0.0	285.85	450.00	164.15	36.5
Uniforms-Cruz, Steve	623030150	25.52	0.00	(25.52)	0.0	177.60	450.00	272.40	60.5
Uniforms-Cunningham, Cody	623030151	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Dibble, Gordon	623030152	166.80	0.00	(166.80)	0.0	166.80	450.00	283.20	62.9
Uniforms-Eckle, Kellan	623030153	220.58	0.00	(220.58)	0.0	442.75	450.00	7.25	1.6
Uniforms-Ferris, Ryan	623030154	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Kirk, Jason	623030155	216.25	0.00	(216.25)	0.0	511.69	450.00	(61.69)	(13.7)
Uniforms-Kontz, Mike	623030156	(18.23)	0.00	18.23	0.0	274.52	450.00	175.48	39.0
Uniforms-Lopeman, Keith	623030157	35.00	0.00	(35.00)	0.0	35.00	450.00	415.00	92.2
Uniforms-Mazon, Josh	623030158	31.06	0.00	(31.06)	0.0	182.34	450.00	267.66	59.5
Uniforms-Mazzella, Marc	623030159	70.02	0.00	(70.02)	0.0	220.03	450.00	229.97	51.1
Uniforms-McFadden, Matt	623030160	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-McGuire, Thaddeus	623030161	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Moore, Scott	623030162	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Pacheco, Michael	623030163	364.83	0.00	(364.83)	0.0	521.16	450.00	(71.16)	(15.8)
Uniforms-Parra, Payton	623030164	0.00	0.00	0.00	0.0	115.92	450.00	334.08	74.2
Uniforms-Pena, Chris	623030165	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Poliakou, Brett	623030166	237.81	0.00	(237.81)	0.0	329.27	450.00	120.73	26.8
Uniforms-Postula, Justin	623030167	209.98	0.00	(209.98)	0.0	412.05	450.00	37.95	8.4
Uniforms-Postula, Karl	623030168	31.06	0.00	(31.06)	0.0	31.06	450.00	418.94	93.1
Uniforms-Reyes, Adam	623030169	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Russell, Dillion	623030170	114.07	0.00	(114.07)	0.0	186.18	450.00	263.82	58.6
Uniforms-Ryan, Keith	623030171	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Sheldon, Wes	623030172	68.96	0.00	(68.96)	0.0	68.96	450.00	381.04	84.7
Uniforms-Sims, Mike	623030173	175.47	0.00	(175.47)	0.0	175.47	450.00	274.53	61.0
Uniforms-Wittenberg, Dave	623030174	0.00	0.00	0.00	0.0	97.84	450.00	352.16	78.3
Uniforms-Jones, Shaun	623030175	0.00	0.00	0.00	0.0	0.00	450.00	450.00	100.0
Uniforms-Ducote-Perkins, Shane	623030176	238.83	0.00	(238.83)	0.0	276.58	450.00	173.42	38.5
Uniforms-Wagner, Adam	623030177	0.00	0.00	0.00	0.0	36.69	450.00	413.31	91.8
Uniforms-Butler, Jason	623030179	252.55	0.00	(252.55)	0.0	419.09	0.00	(419.09)	0.0
Uniforms-Bliss, Scott	623030180	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Turner, Kenny	623030181	0.00	0.00	0.00	0.0	147.29	450.00	302.71	67.3
Uniforms/Operations - Honor Guard	623030540	156.85	0.00	(156.85)	0.0	156.85	3,236.00	3,079.15	95.2
Uniforms/Reserves	623032000	0.00	0.00	0.00	0.0	0.00	2,276.00	2,276.00	100.0
Uniforms/Training	623035000	0.00	0.00	0.00	0.0	243.68	600.00	356.32	59.4
Uniforms-Kelley, Joe	623035101	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0

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Uniforms-McCarty, Daniel	623035102	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Feddema, John	623035103	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms/Communications	623041000	0.00	0.00	0.00	0.0	163.25	0.00	(163.25)	0.0
Uniforms-Ogden, James	623041100	12.76	0.00	(12.76)	0.0	381.53	0.00	(381.53)	0.0
Uniforms-Frazier, Tony	623041101	0.00	0.00	0.00	0.0	89.02	0.00	(89.02)	0.0
Uniforms-Muniz, Tom	623043100	0.00	0.00	0.00	0.0	233.61	500.00	266.39	53.3
Uniforms/Fleet Maint	623048000	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms-Scaife, Domenic	623048100	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Reyes, Charlie	623048101	196.98	0.00	(196.98)	0.0	312.37	500.00	187.63	37.5
Uniforms-Beck, David	623048102	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Capito, Rick	623048103	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Uniforms-Mason, Belinda	623048104	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
Uniforms - Trujillo, Erik	623049101	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Protective Clothing	623130000	11,976.09	0.00	(11,976.09)	0.0	27,649.92	76,074.00	48,424.08	63.7
Library Reference Materials / Admin	624010000	0.00	0.00	0.00	0.0	309.00	2,949.00	2,640.00	89.5
Operations Supplies/Routine	624030000	0.00	0.00	0.00	0.0	0.00	2,200.00	2,200.00	100.0
Library Reference Materials/Tr Ctr	624035000	806.61	0.00	(806.61)	0.0	806.61	6,450.00	5,643.39	87.5
Communications Supplies / Routine	624041000	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Facilities Maint Supplies/Routine	624043000	0.00	0.00	0.00	0.0	0.00	530.00	530.00	100.0
Supplies / CRMD	624220000	11.81	0.00	(11.81)	0.0	42.96	1,840.00	1,797.04	97.7
Supplies / Fleet Maintenance	624248000	931.14	0.00	(931.14)	0.0	1,494.31	6,400.00	4,905.69	76.7
Supplies / Warehouse	624249000	4.65	0.00	(4.65)	0.0	3,263.96	5,500.00	2,236.04	40.7
Library Reference Materials/CRMD	624320000	0.00	0.00	0.00	0.0	0.00	1,910.00	1,910.00	100.0
Pub Ed / School Ed / CRMD	624520000	479.94	0.00	(479.94)	0.0	7,787.35	10,765.00	2,977.65	27.7
Public Education/EMS	624530000	0.00	0.00	0.00	0.0	0.00	2,500.00	2,500.00	100.0
Supplies-Warehouse Purchasing Group	624549000	20,450.50	0.00	(20,450.50)	0.0	46,215.58	50,000.00	3,784.42	7.6
Defensible Space Grant	624920010	707.15	0.00	(707.15)	0.0	1,515.21	0.00	(1,515.21)	0.0
PAWUIC Grant	624920020	0.00	0.00	0.00	0.0	0.00	30,000.00	30,000.00	100.0
Vehicle Maint (Routine)	625048000	7,503.18	0.00	(7,503.18)	0.0	11,628.14	78,315.00	66,686.86	85.2
Vehicle Maint (Special Prjcts)	625148000	261.52	0.00	(261.52)	0.0	742.35	6,500.00	5,757.65	88.6
FF Equipment Maintenance	626048000	316.00	0.00	(316.00)	0.0	1,020.82	12,750.00	11,729.18	92.0
SCBA Supplies & Maint	626348000	1,041.49	0.00	(1,041.49)	0.0	1,666.27	17,500.00	15,833.73	90.5
Tire Replacement	626548000	4,608.36	0.00	(4,608.36)	0.0	5,467.16	30,000.00	24,532.84	81.8
Tire Repair	626648000	140.38	0.00	(140.38)	0.0	140.38	1,500.00	1,359.62	90.6
Building Maint Supplies	627043001	826.41	0.00	(826.41)	0.0	3,565.64	15,000.00	11,434.36	76.2
Building Maint Supplies/CRMD	627043002	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Building Maint Supplies / Admin	627043010	14,838.96	0.00	(14,838.96)	0.0	14,838.96	85,000.00	70,161.04	82.5
Building Maint Supplies/CYRTA	627043035	1,341.77	0.00	(1,341.77)	0.0	2,238.16	13,520.00	11,281.84	83.4
Building Maint Supplies/Comm Building	627043041	0.00	0.00	0.00	0.0	0.00	4,214.00	4,214.00	100.0

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Building Maint Supplies/Maint Facility	627043048	292.60	0.00	(292.60)	0.0	829.60	4,000.00	3,170.40	79.3
Building Maint Supplies/Warehouse	627043049	112.23	0.00	(112.23)	0.0	112.23	5,000.00	4,887.77	97.8
Building Maint Supplies/Sta 50	627043050	45.73	0.00	(45.73)	0.0	4,001.26	3,600.00	(401.26)	(11.1)
Building Maint Supplies/Sta 51	627043051	578.15	0.00	(578.15)	0.0	605.22	5,600.00	4,994.78	89.2
Building Maint Supplies/Sta 52	627043052	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Building Maint Supplies/Sta 53	627043053	1,745.22	0.00	(1,745.22)	0.0	4,407.01	3,600.00	(807.01)	(22.4)
Building Maint Supplies/Sta 54	627043054	13.01	0.00	(13.01)	0.0	30.28	3,000.00	2,969.72	99.0
Building Maint Supplies/Sta 56	627043056	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Building Maint Supplies/Sta 57	627043057	48.12	0.00	(48.12)	0.0	48.12	3,500.00	3,451.88	98.6
Building Maint Supplies/Sta 58	627043058	185.62	0.00	(185.62)	0.0	448.47	3,000.00	2,551.53	85.1
Building Maint Supplies/Sta 59	627043059	19.25	0.00	(19.25)	0.0	207.74	3,000.00	2,792.26	93.1
Building Maint Supplies / Warehouse	627049000	128.93	0.00	(128.93)	0.0	128.93	500.00	371.07	74.2
Furniture & Fixtures/Training Center	627135000	0.00	0.00	0.00	0.0	331.47	1,700.00	1,368.53	80.5
Furniture & Fixtures / Communications	627141000	532.38	0.00	(532.38)	0.0	532.38	1,750.00	1,217.62	69.6
Furniture & Fixture Replacement	627143000	486.60	0.00	(486.60)	0.0	4,243.76	7,875.00	3,631.24	46.1
Furniture & Fixtures / Warehouse	627149000	0.00	0.00	0.00	0.0	0.00	1,500.00	1,500.00	100.0
Janitorial / Maintenance	627248000	0.00	0.00	0.00	0.0	31.82	0.00	(31.82)	0.0
Janitorial / Warehouse	627249000	1,440.75	0.00	(1,440.75)	0.0	6,339.33	23,000.00	16,660.67	72.4
Station Supplies-All Stations	627349000	67.44	0.00	(67.44)	0.0	1,949.32	5,000.00	3,050.68	61.0
Site / Equip Maint Supplies / Comm	627441000	7,362.54	0.00	(7,362.54)	0.0	12,006.22	24,000.00	11,993.78	50.0
Radio/Pager Maintenance	628041000	5,899.91	0.00	(5,899.91)	0.0	11,360.17	70,000.00	58,639.83	83.8
Radio/Pager Maint - Radio Sup - YCSO	628041561	1,679.80	0.00	(1,679.80)	0.0	1,679.80	2,000.00	320.20	16.0
Radio/Pager Maint-Sup - Mayer FD	628041563	1,791.92	0.00	(1,791.92)	0.0	1,791.92	0.00	(1,791.92)	0.0
Batteries / Communications	628841000	0.00	0.00	0.00	0.0	0.00	150.00	150.00	100.0
Batteries / Warehouse	628849000	0.00	0.00	0.00	0.0	749.66	2,400.00	1,650.34	68.8
Firefighter Equipment Replacement	628930000	7,552.60	0.00	(7,552.60)	0.0	15,022.39	36,274.00	21,251.61	58.6
Firefighting Equipment New Purchases	629030000	2,580.85	0.00	(2,580.85)	0.0	2,580.85	10,000.00	7,419.15	74.2
Firefighting Equipment/Training Center	629035000	0.00	0.00	0.00	0.0	0.00	1,500.00	1,500.00	100.0
Haz-Mat Equipment	629130000	0.00	0.00	0.00	0.0	440.16	7,500.00	7,059.84	94.1
Comm/Radio Technician Equipment	629241000	1,435.10	0.00	(1,435.10)	0.0	1,960.25	6,750.00	4,789.75	71.0
Technical Rescue Equipment	629330000	0.00	0.00	0.00	0.0	0.00	9,500.00	9,500.00	100.0
Special Ops Equip/Training Center	629435000	15.02	0.00	(15.02)	0.0	15.02	900.00	884.98	98.3
Wildland Equipment Replacement	629531000	0.00	0.00	0.00	0.0	86.72	3,700.00	3,613.28	97.7
Training Center Equipment & Prop Supply	629635000	1,374.80	0.00	(1,374.80)	0.0	4,903.16	27,750.00	22,846.84	82.3
TC Equipment C.P.A.T.	629635530	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Rentals	629643000	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Exercise Equipment - Ops	629730000	0.00	0.00	0.00	0.0	3,645.13	5,000.00	1,354.87	27.1
Small Tools/Training Center	630035000	0.00	0.00	0.00	0.0	234.38	1,500.00	1,265.62	84.4
Small Tools / Communications	630041000	0.00	0.00	0.00	0.0	41.24	0.00	(41.24)	0.0

CENTRAL YAVAPAI FIRE DISTRICT
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Small Tools/Facilities Maintenance	630043000	0.00	0.00	0.00	0.0	0.00	530.00	530.00	100.0
Small Tools / Maintenance	630048000	106.95	0.00	(106.95)	0.0	(1,424.58)	5,000.00	6,424.58	128.5
Safety Equip & Supplies/Warehouse	631049000	48.23	0.00	(48.23)	0.0	48.23	750.00	701.77	93.6
Total Supply Expenses		\$191,514.07	\$0.00	\$(191,514.07)	0.0 %	\$381,086.22	\$1,319,683.00	\$938,596.78	71.1 %
<u>Service Expenses</u>									
Audit & Accounting	640010000	\$3,134.43	\$0.00	\$(3,134.43)	0.0 %	\$3,134.43	\$14,000.00	\$10,865.57	77.6 %
Other Prof Services/Admin	640510000	3,040.50	0.00	(3,040.50)	0.0	5,809.00	16,545.00	10,736.00	64.9
Other Prof Services/Ops	640530000	6,051.50	0.00	(6,051.50)	0.0	6,221.50	29,945.00	23,723.50	79.2
Other Prof Services/Comm	640541000	(16.00)	0.00	16.00	0.0	(16.00)	7,500.00	7,516.00	100.2
Other Prof Services/FMC	640543000	1,383.00	0.00	(1,383.00)	0.0	1,803.00	7,150.00	5,347.00	74.8
Other Prof Services/Warehouse	640549000	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
IT Services/Communications	640641000	10,000.00	0.00	(10,000.00)	0.0	15,000.00	78,000.00	63,000.00	80.8
Legal Services - Routine	641010000	7,644.00	0.00	(7,644.00)	0.0	12,732.62	65,500.00	52,767.38	80.6
Legal Services - Non-Routine	641010600	3,309.50	0.00	(3,309.50)	0.0	16,958.50	7,500.00	(9,458.50)	(126.1)
Employee Health / Exams/Ops	641530000	14,525.94	0.00	(14,525.94)	0.0	15,520.94	61,960.00	46,439.06	75.0
Employee Health / Exams/FltMtc	641548000	95.00	0.00	(95.00)	0.0	95.00	0.00	(95.00)	0.0
Employee Assistance Program	642010000	100.00	0.00	(100.00)	0.0	2,700.00	7,500.00	4,800.00	64.0
Dispatch Services/Ops	642530000	50,383.03	0.00	(50,383.03)	0.0	93,851.04	283,114.00	189,262.96	66.9
Communications/Admin	643010000	5,748.66	0.00	(5,748.66)	0.0	22,888.40	70,295.00	47,406.60	67.4
Postage/Admin	643510000	1,632.53	0.00	(1,632.53)	0.0	1,756.56	4,000.00	2,243.44	56.1
Shipping / Warehouse	643549000	45.51	0.00	(45.51)	0.0	66.93	1,750.00	1,683.07	96.2
Fire Board Expenses	644110000	0.00	0.00	0.00	0.0	1,254.32	950.00	(304.32)	(32.0)
Wildland Expenses	644231000	19,287.73	0.00	(19,287.73)	0.0	41,309.94	20,000.00	(21,309.94)	(106.5)
Outside Vehicle Repairs	645048000	936.89	0.00	(936.89)	0.0	1,300.40	6,000.00	4,699.60	78.3
Newspaper Advertising	647010000	375.36	0.00	(375.36)	0.0	672.93	3,450.00	2,777.07	80.5
Outside Dupl & Printing / Admin	649010000	0.00	0.00	0.00	0.0	134.36	1,750.00	1,615.64	92.3
Outside Dupl & Printing/CRMD	649020000	305.61	0.00	(305.61)	0.0	305.61	1,400.00	1,094.39	78.2
Outside Dupl & Printing/Ops	649030000	25.00	0.00	(25.00)	0.0	177.15	1,775.00	1,597.85	90.0
Outside Dupl & Printing / Training Cente	649035000	0.00	0.00	0.00	0.0	0.00	200.00	200.00	100.0
Insurance	650010000	25,052.00	0.00	(25,052.00)	0.0	58,457.00	94,835.00	36,378.00	38.4
Cable TV	650830000	1,106.00	0.00	(1,106.00)	0.0	1,367.28	1,575.00	207.72	13.2
Electricity	651010000	420.63	0.00	(420.63)	0.0	1,618.02	4,250.00	2,631.98	61.9
Electric / CRMD	651020000	320.64	0.00	(320.64)	0.0	1,194.54	4,000.00	2,805.46	70.1
Electricity - OPS - Station 50	651030050	990.21	0.00	(990.21)	0.0	3,993.26	12,500.00	8,506.74	68.1
Electricity - OPs - Station 51	651030051	574.90	0.00	(574.90)	0.0	2,254.80	4,935.00	2,680.20	54.3
Electricity - OPs - Station 52	651030052	38.89	0.00	(38.89)	0.0	147.91	525.00	377.09	71.8
Electricity - OPs - Station 53	651030053	1,081.61	0.00	(1,081.61)	0.0	4,160.60	10,500.00	6,339.40	60.4
Electricity - OPs - Station 54	651030054	2,016.24	0.00	(2,016.24)	0.0	4,119.83	10,000.00	5,880.17	58.8

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Electricity - OPs - Station 55	651030055	0.00	0.00	0.00	0.0	0.00	788.00	788.00	100.0
Electricity - OPs - Station 56	651030056	114.60	0.00	(114.60)	0.0	304.24	525.00	220.76	42.0
Electricity - OPs - Station 57	651030057	856.55	0.00	(856.55)	0.0	3,294.94	9,450.00	6,155.06	65.1
Electricity - OPs - Station 58	651030058	801.45	0.00	(801.45)	0.0	3,416.53	9,000.00	5,583.47	62.0
Electricity - OPs - Station 59	651030059	770.23	0.00	(770.23)	0.0	3,001.66	9,450.00	6,448.34	68.2
Electric/Training Center	651035000	3,514.99	0.00	(3,514.99)	0.0	6,843.74	20,000.00	13,156.26	65.8
Electric/Communications	651041000	3,491.78	0.00	(3,491.78)	0.0	8,643.87	25,000.00	16,356.13	65.4
Electric/Maintenance	651048000	1,236.92	0.00	(1,236.92)	0.0	5,055.46	12,500.00	7,444.54	59.6
Electric/Warehouse	651049000	606.33	0.00	(606.33)	0.0	753.32	10,000.00	9,246.68	92.5
Sanitation Charges	651210000	35.32	0.00	(35.32)	0.0	70.64	200.00	129.36	64.7
Sanitation / CRMD	651220000	18.34	0.00	(18.34)	0.0	36.68	137.00	100.32	73.2
Sanitation Charges	651230000	0.00	0.00	0.00	0.0	52.91	1,000.00	947.09	94.7
Sanitation Charges - Station 50	651230050	70.60	0.00	(70.60)	0.0	141.20	450.00	308.80	68.6
Sanitation Charges - Station 51	651230051	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Sanitation Charges - Station 53	651230053	87.56	0.00	(87.56)	0.0	175.12	500.00	324.88	65.0
Sanitation Charges - Station 54	651230054	70.60	0.00	(70.60)	0.0	141.20	450.00	308.80	68.6
Sanitation Charges - Station 57	651230057	70.60	0.00	(70.60)	0.0	141.20	450.00	308.80	68.6
Sanitation Charges - Station 58	651230058	70.60	0.00	(70.60)	0.0	141.20	450.00	308.80	68.6
Sanitation Charges - Station 59	651230059	31.95	0.00	(31.95)	0.0	31.95	450.00	418.05	92.9
Sanitation/Training Center	651235000	241.22	0.00	(241.22)	0.0	482.44	1,500.00	1,017.56	67.8
Sanitation/Communications	651241000	0.00	0.00	0.00	0.0	0.00	300.00	300.00	100.0
Sanitation/Maintenance	651248000	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Sanitation/Warehouse	651249000	0.00	0.00	0.00	0.0	0.00	750.00	750.00	100.0
Natural Gas	652010000	43.74	0.00	(43.74)	0.0	86.28	650.00	563.72	86.7
Natural Gas / CRMD	652020000	0.00	0.00	0.00	0.0	7.55	0.00	(7.55)	0.0
Natural Gas	652030000	32.91	0.00	(32.91)	0.0	104.50	0.00	(104.50)	0.0
Station 50	652030050	0.00	0.00	0.00	0.0	0.00	2,250.00	2,250.00	100.0
Natural Gas - Station 51	652030051	49.21	0.00	(49.21)	0.0	184.83	3,000.00	2,815.17	93.8
Natural Gas - Station 53	652030053	79.56	0.00	(79.56)	0.0	116.08	1,500.00	1,383.92	92.3
Natural Gas - Station 58	652030058	114.85	0.00	(114.85)	0.0	318.99	2,250.00	1,931.01	85.8
Natural Gas - Station 59	652030059	61.37	0.00	(61.37)	0.0	190.96	2,000.00	1,809.04	90.5
Natural Gas/Maintenance	652048000	75.05	0.00	(75.05)	0.0	142.49	3,250.00	3,107.51	95.6
LPG	653030000	0.00	0.00	0.00	0.0	0.00	105.00	105.00	100.0
LPG - Station 51	653030051	0.00	0.00	0.00	0.0	0.00	50.00	50.00	100.0
LPG - Station 52	653030052	0.00	0.00	0.00	0.0	0.00	350.00	350.00	100.0
LPG - Station 54	653030054	0.00	0.00	0.00	0.0	0.00	1,250.00	1,250.00	100.0
LPG - Station 56	653030056	0.00	0.00	0.00	0.0	0.00	125.00	125.00	100.0
LPG - Station 57	653030057	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
LPG - Station 59	653030059	0.00	0.00	0.00	0.0	0.00	50.00	50.00	100.0

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LPG/Training Center	653035000	0.00	0.00	0.00	0.0	0.00	7,000.00	7,000.00	100.0
LPG/Communications	653041000	0.00	0.00	0.00	0.0	0.00	7,500.00	7,500.00	100.0
LPG/Warehouse	653049000	0.00	0.00	0.00	0.0	0.00	7,500.00	7,500.00	100.0
Pest Control	653543000	291.00	0.00	(291.00)	0.0	857.00	3,829.00	2,972.00	77.6
Water	654010000	25.57	0.00	(25.57)	0.0	104.27	1,000.00	895.73	89.6
Water / CRMD	654020000	13.30	0.00	(13.30)	0.0	54.24	500.00	445.76	89.2
Water - Station 50	654030050	156.40	0.00	(156.40)	0.0	617.68	1,400.00	782.32	55.9
Water - Station 51	654030051	132.99	0.00	(132.99)	0.0	537.75	1,300.00	762.25	58.6
Water - Station 52	654030052	0.00	0.00	0.00	0.0	500.00	1,890.00	1,390.00	73.5
Water - Station 53	654030053	63.43	0.00	(63.43)	0.0	258.63	2,500.00	2,241.37	89.7
Water - Station 58	654030058	91.52	0.00	(91.52)	0.0	445.42	1,250.00	804.58	64.4
Water - Station 59	654030059	193.86	0.00	(193.86)	0.0	395.66	1,250.00	854.34	68.3
Water/Training Center	654035000	400.43	0.00	(400.43)	0.0	3,224.49	5,000.00	1,775.51	35.5
Water/Maintenance	654048000	447.31	0.00	(447.31)	0.0	981.52	2,000.00	1,018.48	50.9
Water/Warehouse	654049000	0.00	0.00	0.00	0.0	0.00	1,250.00	1,250.00	100.0
Hydrant Maintenance	655130000	121.26	0.00	(121.26)	0.0	375.81	3,000.00	2,624.19	87.5
Repair & Maint Equip/Admin	658010000	0.00	0.00	0.00	0.0	0.00	250.00	250.00	100.0
Risk Management Equipment	658020000	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Outside Repair Equip/Ops	658030000	260.34	0.00	(260.34)	0.0	7,428.18	19,177.00	11,748.82	61.3
Outside Repair Equip/TC	658035000	698.59	0.00	(698.59)	0.0	698.59	2,000.00	1,301.41	65.1
Outside Repair Equip/Fac Maint	658043000	441.15	0.00	(441.15)	0.0	441.15	1,802.00	1,360.85	75.5
Outside Repair/Veh Maint Equip	658048000	0.00	0.00	0.00	0.0	0.00	3,500.00	3,500.00	100.0
EMS Training	658735000	0.00	0.00	0.00	0.0	37.16	2,074.00	2,036.84	98.2
CYFD Training Center Classes	658835000	150.00	0.00	(150.00)	0.0	1,800.00	7,700.00	5,900.00	76.6
State Fire School	658935000	1,675.40	0.00	(1,675.40)	0.0	1,675.40	3,000.00	1,324.60	44.2
Training & Travel/Admin	659010000	1,016.50	0.00	(1,016.50)	0.0	1,732.26	7,585.00	5,852.74	77.2
Training & Travel/CRMD	659020000	401.32	0.00	(401.32)	0.0	1,208.44	9,605.00	8,396.56	87.4
Training & Travel/Ops	659030000	3,248.18	0.00	(3,248.18)	0.0	8,963.03	35,775.00	26,811.97	74.9
Training & Travel/Ops - Honor Guard	659030540	799.70	0.00	(799.70)	0.0	799.70	6,230.00	5,430.30	87.2
Training & Travel/Ops - Pipes & Drums	659030541	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Training & Travel/Training Center	659035000	2,757.50	0.00	(2,757.50)	0.0	4,632.50	5,000.00	367.50	7.4
Training & Travel / Special Ops Personne	659035030	0.00	0.00	0.00	0.0	0.00	5,200.00	5,200.00	100.0
Training & Travel/Communications	659041000	0.00	0.00	0.00	0.0	0.00	6,500.00	6,500.00	100.0
Training & Travel/Maintenance	659048000	663.20	0.00	(663.20)	0.0	663.20	4,000.00	3,336.80	83.4
Training & Travel/Warehouse	659049000	180.00	0.00	(180.00)	0.0	180.00	750.00	570.00	76.0
Books & Subscriptions / OPs	659135030	0.00	0.00	0.00	0.0	0.00	965.00	965.00	100.0
Books & Subscriptions / Training Center	659135035	29.00	0.00	(29.00)	0.0	29.00	85.00	56.00	65.9
ACLS Recert/ALS CEU's	659235000	0.00	0.00	0.00	0.0	12,300.00	10,800.00	(1,500.00)	(13.9)
ACLS Upgrade	659335000	0.00	0.00	0.00	0.0	110.00	21,930.00	21,820.00	99.5

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CENTRAL YAVAPAI FIRE DISTRICT
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EMT Refresher Course	659435000	0.00	0.00	0.00	0.0	0.00	2,600.00	2,600.00	100.0
Awards	659510000	50.00	0.00	(50.00)	0.0	100.00	0.00	(100.00)	0.0
Awards	659530000	2,313.31	0.00	(2,313.31)	0.0	2,557.48	5,875.00	3,317.52	56.5
College - Upper & Lower Division	659535000	1,470.00	0.00	(1,470.00)	0.0	3,170.20	8,500.00	5,329.80	62.7
Training/Ops/Program Managers	659735000	362.00	0.00	(362.00)	0.0	1,137.00	6,300.00	5,163.00	82.0
Haz Mat Travel & Training	659835000	614.00	0.00	(614.00)	0.0	614.00	2,500.00	1,886.00	75.4
Wildland Travel & Training	659935000	0.00	0.00	0.00	0.0	0.00	9,000.00	9,000.00	100.0
Dues/Admin	660010000	488.84	0.00	(488.84)	0.0	651.72	4,985.00	4,333.28	86.9
Dues/CRMD	660020000	0.00	0.00	0.00	0.0	185.91	1,620.00	1,434.09	88.5
Dues/Operations	660030000	180.53	0.00	(180.53)	0.0	180.53	3,575.00	3,394.47	95.0
Dues/Training Center	660035000	0.00	0.00	0.00	0.0	0.00	1,635.00	1,635.00	100.0
Dues/Warehouse	660049000	0.00	0.00	0.00	0.0	0.00	50.00	50.00	100.0
Misc/Admin	661010000	100.82	0.00	(100.82)	0.0	2,023.92	2,000.00	(23.92)	(1.2)
Misc/CRMD	661020000	0.00	0.00	0.00	0.0	14.00	665.00	651.00	97.9
Misc/Operations	661030000	277.69	0.00	(277.69)	0.0	1,012.56	0.00	(1,012.56)	0.0
Misc/Operations - Routine	661030490	0.00	0.00	0.00	0.0	0.00	1,500.00	1,500.00	100.0
Misc/Operations - Fire Rehab	661030491	0.00	0.00	0.00	0.0	0.00	1,475.00	1,475.00	100.0
Misc/Operations - Taxi Cab - Citizens	661030492	0.00	0.00	0.00	0.0	28.00	250.00	222.00	88.8
Misc/Operations - BC Promo Testing	661030495	0.00	0.00	0.00	0.0	333.00	0.00	(333.00)	0.0
Misc/Operations - Captain Promo Testing	661030496	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Misc/Operations - Resv FF Recrmtnt Suppl	661030498	0.00	0.00	0.00	0.0	0.00	200.00	200.00	100.0
Misc/Warehouse	661049000	0.00	0.00	0.00	0.0	0.00	50.00	50.00	100.0
Contract Services / Comm & IT	663041000	0.00	0.00	0.00	0.0	248.68	8,400.00	8,151.32	97.0
Total Service Expenses		\$192,270.78	\$0.00	\$(192,270.78)	0.0 %	\$418,177.93	\$1,224,561.00	\$806,383.07	65.9 %
<u>Capital Expenses</u>									
Cap Outlay - Bldg Admin	772010000	\$0.00	\$0.00	\$0.00	0.0 %	\$0.00	\$180,000.00	\$180,000.00	100.0 %
Cap Outlay - Vehicles/Ops	773030000	34,447.97	0.00	(34,447.97)	0.0	41,945.47	1,041,154.00	999,208.53	96.0
Cap Outlay-Comm	773041000	0.00	0.00	0.00	0.0	0.00	41,154.00	41,154.00	100.0
Cap Outlay - Vehicles/Ops - Non-Capital	773130000	4,772.12	0.00	(4,772.12)	0.0	4,772.12	0.00	(4,772.12)	0.0
Cap Outlay - Equip/Ops	774030000	59,473.50	0.00	(59,473.50)	0.0	59,473.50	70,000.00	10,526.50	15.0
Cap Outlay - Equip/Training Center	774035000	0.00	0.00	0.00	0.0	0.00	20,000.00	20,000.00	100.0
Total Capital Expenses		\$98,693.59	\$0.00	\$(98,693.59)	0.0 %	\$106,191.09	\$1,352,308.00	\$1,246,116.91	92.1 %
Total Expenses		\$1,969,234.13		\$(1,969,234.13)		\$5,467,231.18	\$16,003,108.00	\$10,535,876.82	65.8 %
Income (Loss) from Operations		\$3,024,239.63	\$0.00	\$3,024,239.63	0.0 %	\$1,061,098.79	\$(1,718,224.00)	\$2,779,322.79	161.8 %
<u>Contingency</u>									
Funded Contingency/Admin	780010000	\$0.00	\$0.00	\$0.00	0.0 %	\$0.00	\$(59,033.00)	\$59,033.00	100.0 %

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CENTRAL YAVAPAI FIRE DISTRICT
Income Statement
(Original Budget to Actual Comparison)
For the period of 10/1/2015 Through 10/31/2015

	Account	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Funded Contingency/Ops	780030000	0.00	0.00	0.00	0.0	0.00	(536,334.00)	536,334.00	100.0
Funded Contingency/Support Services	780140000	0.00	0.00	0.00	0.0	0.00	(137,171.00)	137,171.00	100.0
Total Contingency		\$0.00	\$0.00	\$0.00	0.0 %	\$0.00	\$(732,538.00)	\$732,538.00	100.0 %
Net Income (Loss)		<u>\$3,024,239.63</u>	<u>\$0.00</u>	<u>\$3,024,239.63</u>	<u>0.0 %</u>	<u>\$1,061,098.79</u>	<u>\$(2,450,762.00)</u>	<u>\$3,511,860.79</u>	<u>143.3 %</u>

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CENTRAL YAVAPAI FIRE DISTRICT
Balance Sheet
As of 10/31/2015

Assets

Current Assets

Cash with Yavapai County	\$4,578,688.69	
Capital Reserve Fund	6,154,311.88	
Taxes Receivable	338,607.11	
Other Receivables	64,084.67	
Misc. Receivables	58,177.47	
Retiree / Insurance Receivable	(1,021.97)	
Due from Fiduciary Fund	25,000.00	
Total Current Assets		\$11,217,847.85
Total Assets		\$11,217,847.85

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$(74,481.62)	
Accrued Wages	185,114.37	
Accrued Payroll Expenses	48,213.46	
Credit Card	(7,965.97)	
State Retirement Withheld	(0.26)	
Health Insurance Withheld	8,645.92	
Dental Insurance Withheld	1,207.47	
CYRTA - Test Fee's Payable	(425.00)	
Deferred Revenue	223,002.00	
Total Current Liabilities		\$383,310.37
Total Liabilities		\$383,310.37

Net Assets

Fund Balance	\$9,773,438.69	
Current Year Net Assets	1,061,098.79	
Total Net Assets		10,834,537.48
Total Liabilities and Net Assets		\$11,217,847.85

Central Yavapai Fire District
General Fund Tax Collection Information

Total Levy Month	FY 04-05 \$6,913,768 Collected	FY 05-06 \$8,081,850 Collected	FY 06-07 \$9,436,030 Collected	FY 07-08 \$11,846,174 Collected	FY 08-09 \$13,463,373 Collected	FY 09-10 \$13,408,327 Collected	FY 10-11 \$13,409,077 Collected	FY 11-12 \$12,030,906 Collected	FY 12-13 \$11,565,704 Collected	FY 13-14 \$11,463,180 Collected	FY 14-15 \$12,355,859 Collected	FY 15-16 \$13,284,318 Collected
July	\$90,827	\$96,915	\$83,783	\$87,156	\$110,039	\$132,171	\$160,816	\$97,118	\$98,218	\$49,130	\$52,496	\$78,757
%	1.8561%	1.9390%	1.1706%	1.3917%	0.8173%	0.986%	1.199%	0.807%	0.849%	0.429%	0.425%	0.593%
% To Date	1.8561%	1.9390%	1.1706%	1.3917%	0.8173%	0.9857%	1.1993%	0.8072%	0.8492%	0.4286%	0.4249%	0.5929%
August	\$19,394	\$33,539	\$29,902	\$29,493	\$43,363	\$54,230	\$67,211	\$67,725	\$53,505	\$31,390	\$16,334	\$33,291
%	0.8204%	0.4024%	0.3082%	0.3634%	0.3221%	0.404%	0.501%	0.563%	0.463%	0.274%	0.132%	0.251%
% To Date	2.6765%	2.3414%	1.4788%	1.7551%	1.1394%	1.3902%	1.7005%	1.3702%	1.3118%	0.7024%	0.5571%	0.8435%
September	\$539,210	\$70,431	\$177,924	\$43,626	\$107,451	\$54,153	\$117,450	\$77,250	\$838,823	\$648,107	\$1,095,501	\$1,245,953
%	0.6101%	1.9306%	3.9653%	0.4126%	0.7981%	0.404%	0.876%	0.642%	7.253%	5.654%	8.866%	9.379%
% To Date	3.2866%	4.2720%	5.4441%	2.1677%	1.9375%	1.7941%	2.5764%	2.0123%	8.5645%	6.3562%	9.4233%	10.2226%
October	\$1,927,176	\$2,875,353	\$3,215,840	\$4,532,443	\$5,218,751	\$4,889,830	\$4,830,888	\$3,857,770	\$4,051,242	\$3,652,128	\$4,537,288	\$4,753,774
%	29.4660%	34.7343%	32.5873%	37.6731%	38.763%	36.469%	36.027%	32.065%	35.028%	31.860%	36.722%	35.785%
% To Date	32.7526%	39.0064%	38.0313%	39.8408%	40.7001%	38.2627%	38.6034%	34.0777%	43.5926%	38.2159%	46.1451%	46.0074%
November	\$1,286,650	\$1,314,493	\$1,569,999	\$1,445,614	\$1,464,437	\$1,810,813	\$1,771,286	\$2,173,940	\$1,136,001	\$1,662,046	\$776,001	\$0
%	23.1259%	17.1466%	17.5005%	16.1786%	10.877%	13.505%	13.210%	18.070%	9.822%	14.499%	6.280%	0.000%
% To Date	55.8785%	56.1530%	55.5318%	56.0194%	51.5773%	51.7678%	51.8130%	52.1474%	53.4147%	52.7149%	52.4255%	46.0074%
December	\$196,952	\$436,441	\$487,646	\$518,402	\$653,937	\$804,068	\$703,572	\$598,094	\$657,523	\$682,390	\$822,849	\$0
%	2.8328%	2.8396%	2.8162%	3.2900%	4.8572%	5.9968%	5.2470%	4.9713%	5.6851%	5.9529%	6.6596%	0.0000%
% To Date	58.7113%	58.9926%	58.3480%	59.3094%	56.4344%	57.7646%	57.0600%	57.1187%	59.0998%	58.6678%	59.0851%	46.0074%
January	\$144,098	\$182,929	\$233,164	\$418,982	\$429,557	\$418,693	\$440,523	\$471,527	\$316,971	\$345,369	\$323,603	\$0
%	2.5007%	2.0818%	1.4652%	1.4671%	3.1906%	3.1226%	3.2853%	3.9193%	2.7406%	3.0129%	2.6190%	0.0000%
% To Date	61.2120%	61.0744%	59.8132%	60.7765%	59.6250%	60.8872%	60.3453%	61.0380%	61.8405%	61.6806%	61.7041%	46.0074%
February	\$97,852	\$263,264	\$278,975	\$364,994	\$418,260	\$491,337	\$579,652	\$452,569	\$404,624	\$354,364	\$337,873	\$0
%	2.5771%	1.7459%	1.8239%	1.6772%	3.1067%	3.6644%	4.3228%	3.7617%	3.4985%	3.0913%	2.7345%	0.0000%
% To Date	63.7891%	62.8203%	61.6371%	62.4537%	62.7317%	64.5516%	64.6681%	64.7997%	65.3389%	64.7719%	64.4386%	46.0074%
March	\$154,631	\$371,324	\$361,669	\$535,404	\$589,848	\$622,420	\$585,713	\$469,035	\$388,803	\$444,942	\$486,368	\$0
%	2.2141%	2.0772%	2.2658%	2.2945%	4.3811%	4.6420%	4.3680%	3.8986%	3.3617%	3.8815%	3.9363%	0.0000%
% To Date	66.0032%	64.8975%	63.9029%	64.7482%	67.1128%	69.1937%	69.0361%	68.6983%	68.7006%	68.6534%	68.3749%	46.0074%
April	\$1,458,917	\$1,771,951	\$2,150,211	\$2,612,277	\$3,055,585	\$3,015,293	\$3,016,004	\$2,866,023	\$2,744,532	\$2,658,334	\$3,204,400	\$0
%	21.1757%	18.1462%	21.9855%	18.9281%	22.6955%	22.4882%	22.4923%	23.8222%	23.7299%	23.1902%	25.9343%	0.0000%
% To Date	87.1789%	83.0437%	85.8884%	83.6763%	89.8083%	91.6819%	91.5284%	92.5205%	92.4305%	91.8436%	94.3092%	46.0074%
May	\$831,445	\$488,790	\$577,825	\$793,414	\$879,374	\$916,959	\$947,777	\$798,148	\$740,157	\$716,914	\$380,081	\$0
%	11.3797%	14.9929%	10.8976%	14.6802%	6.5316%	6.8387%	7.0682%	6.6341%	6.3996%	6.2541%	3.0761%	0.0000%
% To Date	98.5586%	98.0365%	96.7860%	98.3565%	96.3399%	98.5206%	98.5966%	99.1546%	98.8301%	98.0977%	97.3853%	46.0074%
June	\$114,278	\$116,499	\$159,436	\$136,155	\$145,703	\$170,884	\$174,933	\$177,193	\$161,596	\$161,606	\$181,986	\$0
%	0.9877%	1.7911%	2.0166%	1.3217%	1.0822%	1.2745%	1.3046%	1.4728%	1.3972%	1.4098%	1.4729%	0.0000%
% To Date	99.5463%	99.8277%	98.8026%	99.6782%	97.4221%	99.7951%	99.9012%	100.6274%	100.2273%	99.5075%	98.8582%	46.0074%
TOTALS	\$6,310,280	\$7,110,845	\$8,354,861	\$10,038,188	\$13,116,306	\$13,380,852	\$13,395,823	\$12,106,390	\$11,591,996	\$11,406,720	\$12,214,780	\$6,111,776
Delinquency	0.4537%	0.1723%	1.1974%	0.3218%	2.5779%	0.2049%	0.0988%	-0.6274%	-0.2273%	0.4925%	1.1418%	53.9926%

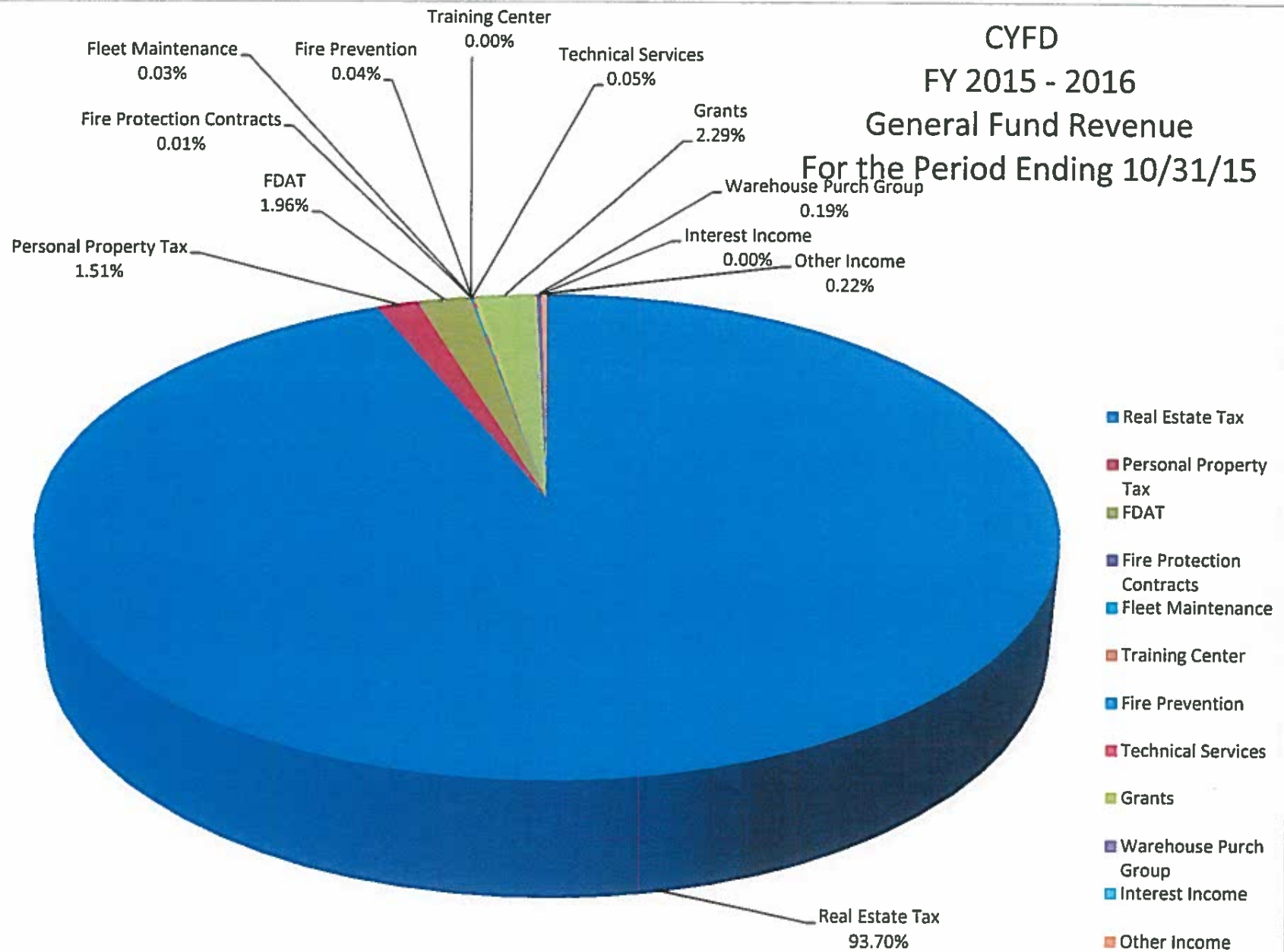
**Central Yavapai Fire District
FDAT Collection Information**

Total Levy Month	FY 04-05 \$300,000 Collected	FY 05-06 \$300,000 Collected	FY 06-07 \$300,000 Collected	FY 07-08 \$300,000 Collected	FY 08-09 \$300,000 Collected	FY 09-10 \$300,000 Collected	FY 10-11 \$300,000 Collected	FY 11-12 \$300,000 Collected	FY 12-13 \$338,000 Collected	FY 13-14 \$309,352 Collected	FY 14-15 \$313,900 Collected	FY 15-16 \$313,900 Collected
July	\$4,703	\$4,168	\$2,975	\$2,464	\$1,301	\$3,143	\$3,697	\$2,595	\$3,064	\$1,979	\$1,836	\$2,501
%	2.1203%	-0.8239%	5.0433%	2.0287%	0.4338%	1.048%	1.232%	0.865%	0.907%	0.640%	0.585%	0.797%
% To Date	2.1203%	-0.8239%	5.0433%	2.0287%	0.4338%	1.0476%	1.2324%	0.8651%	0.9066%	0.6398%	0.5848%	0.7966%
August	\$1,604	\$1,731	\$1,333	\$1,258	\$1,226	\$1,248	\$1,915	\$1,736	\$1,536	\$902	\$823	\$1,456
%	1.0461%	0.6483%	0.4096%	0.4382%	0.4085%	0.416%	0.638%	0.579%	0.455%	0.291%	0.262%	0.464%
% To Date	3.1664%	-0.1756%	5.4529%	2.4669%	0.8423%	1.4636%	1.8709%	1.4439%	1.3611%	0.9312%	0.8471%	1.2606%
September	\$21,474	\$1,724	\$2,051	\$868	\$1,745	\$1,257	\$2,388	\$1,448	\$19,621	\$15,016	\$25,478	\$26,332
%	0.5869%	0.9866%	0.0000%	0.3293%	0.582%	0.419%	0.796%	0.483%	5.805%	4.854%	8.117%	8.389%
% To Date	3.7533%	0.8109%	5.4529%	2.7962%	1.4240%	1.8825%	2.6670%	1.9266%	7.1662%	5.7853%	8.9637%	9.6492%
October	\$82,848	\$96,135	\$102,106	\$97,685	\$101,806	\$99,555	\$96,016	\$93,006	\$101,218	\$95,055	\$78,715	\$97,909
%	28.7499%	29.9224%	26.7685%	33.8371%	33.9354%	33.185%	32.005%	31.002%	29.946%	30.727%	25.076%	31.191%
% To Date	32.5032%	30.7333%	32.2214%	36.6333%	35.3594%	35.0674%	34.6725%	32.9286%	37.1125%	36.5125%	34.0402%	40.8405%
November	\$62,790	\$59,803	\$55,973	\$56,540	\$50,916	\$52,928	\$50,646	\$59,997	\$53,327	\$50,582	\$58,108	\$0
%	26.5042%	22.8299%	24.3841%	20.2237%	16.9722%	17.6426%	16.8819%	19.9989%	15.7772%	16.3508%	18.5116%	0.0000%
% To Date	59.0074%	53.5633%	56.6055%	56.8570%	52.3315%	52.7100%	51.5544%	52.9274%	52.8897%	52.8633%	52.5518%	40.8405%
December	\$8,615	\$18,356	\$14,523	\$14,149	\$14,552	\$17,550	\$19,555	\$15,865	\$18,751	\$17,866	\$19,303	\$0
%	2.6880%	3.1634%	3.0781%	3.4052%	4.8505%	5.8501%	6.5184%	5.2883%	5.5476%	5.7753%	6.1494%	0.0000%
% To Date	61.6954%	56.7267%	59.6835%	60.2621%	57.1821%	58.5602%	58.0728%	58.2157%	58.4373%	58.6386%	58.7012%	40.8405%
January	\$8,021	\$9,532	\$9,359	\$12,416	\$11,850	\$12,187	\$11,920	\$12,904	\$12,073	\$20,052	\$11,243	\$0
%	3.2227%	2.4080%	2.3099%	2.0084%	3.9501%	4.0624%	3.9733%	4.3013%	3.5719%	6.4819%	3.5817%	0.0000%
% To Date	64.9180%	59.1347%	61.9934%	62.2705%	61.1321%	62.6225%	62.0461%	62.5170%	62.0092%	65.1205%	62.2829%	40.8405%
February	\$4,527	\$7,787	\$9,793	\$10,562	\$9,794	\$11,387	\$10,332	\$10,894	\$11,450	\$8,863	\$7,979	\$0
%	2.8210%	1.9308%	1.8404%	2.4433%	3.265%	3.796%	3.444%	3.631%	3.388%	2.865%	2.542%	0.000%
% To Date	67.7390%	61.0655%	63.8338%	64.7138%	64.3968%	66.4183%	65.4902%	66.1482%	65.3968%	67.9857%	64.8248%	40.8405%
March	\$5,620	\$16,226	\$12,337	\$12,305	\$12,699	\$13,595	\$14,808	\$12,280	\$11,003	\$10,149	\$12,656	\$0
%	2.2914%	1.4983%	1.9114%	2.0156%	4.2329%	4.5315%	4.9361%	4.0932%	3.2554%	3.2808%	4.0319%	0.0000%
% To Date	70.0304%	62.5638%	65.7452%	66.7294%	68.6297%	70.9498%	70.4262%	70.2414%	68.6522%	71.2665%	68.8567%	40.8405%
April	\$51,786	\$45,356	\$45,679	\$33,339	\$39,613	\$55,561	\$57,997	\$43,738	\$56,579	\$58,042	\$65,056	\$0
%	17.9575%	14.3693%	16.6549%	17.3709%	13.2045%	18.5203%	19.3324%	14.5794%	16.7394%	18.7624%	20.7249%	0.0000%
% To Date	87.9878%	76.9331%	82.4001%	84.1002%	81.8342%	89.4701%	89.7587%	84.8208%	85.3916%	90.0289%	89.5816%	40.8405%
May	\$43,885	\$34,199	\$37,793	\$50,251	\$44,834	\$31,295	\$25,244	\$44,155	\$43,984	\$31,386	\$22,095	\$0
%	13.5009%	18.7327%	15.3767%	15.0484%	14.9446%	10.4317%	8.4146%	14.7184%	13.0130%	10.1458%	7.0389%	0.0000%
% To Date	101.4887%	95.6658%	97.7768%	99.1487%	96.7788%	99.9019%	98.1733%	99.5391%	98.4046%	100.1747%	96.6206%	40.8405%
June	\$4,629	\$3,699	\$4,194	\$3,396	\$3,537	\$3,134	\$4,100	\$4,540	\$5,694	\$4,028	\$4,150	\$0
%	0.9351%	1.7492%	1.8785%	1.4651%	1.1790%	1.0447%	1.365%	1.5132%	1.6847%	1.3019%	1.3221%	0.0000%
% To Date	102.4238%	97.4149%	99.6553%	100.6138%	97.9578%	100.9465%	99.5398%	101.0524%	100.0894%	101.4767%	97.9427%	40.8405%
TOTALS	\$307,271	\$292,245	\$298,966	\$301,841	\$293,873	\$302,840	\$298,619	\$303,157	\$338,302	\$313,920	\$307,442	\$128,198
Delinquency	-2.4238%	2.5851%	0.3447%	-0.6138%	2.0422%	-0.9465%	0.4602%	-1.0524%	-0.0894%	-1.4767%	2.0573%	59.1595%



2015 - 2016 Cash Flow by Month : November Board Meeting

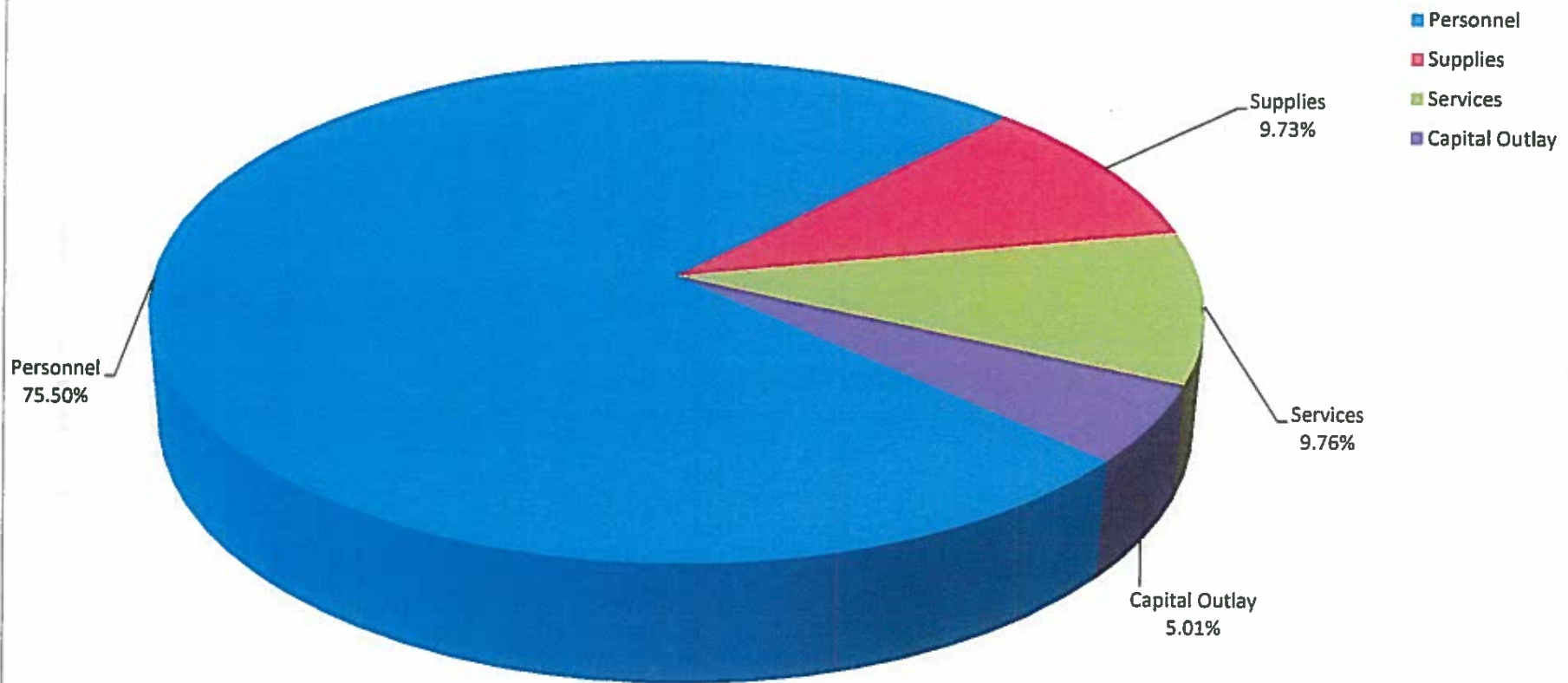
	Actual		Projected									
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Revenues:												
Property Taxes	78,756	33,292	1,245,953	4,753,774	1,107,027	1,107,027	1,107,027	1,107,027	1,107,027	1,107,027	1,107,027	1,107,027
Fire Protection Contracts	19,284	1,872	387	614	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417
FDAT	2,501	1,456	26,332	97,909	26,158	26,158	26,158	26,158	26,158	26,158	26,158	26,158
Fee for Service	20,797	15,119	12,142	6,228	27,446	27,446	27,446	27,446	27,446	27,446	27,446	27,446
Interest Income	1,140	9,564	225	193	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Grants	-	-	-	114,275	13,818	13,818	13,818	13,818	13,818	13,818	13,818	13,818
Misc. Non Levy	46,801	14,142	29,367	20,480	107,625	107,625	107,625	107,625	107,625	107,625	107,625	107,625
Revenue Totals:	169,279	75,446	1,314,406	4,993,474	1,111,721	1,111,721	1,111,721	1,111,721	1,111,721	1,111,721	1,111,721	1,111,721
Expenditures:												
Personnel Costs	1,063,149	901,844	1,110,027	1,486,756	976,256	976,256	976,256	976,256	976,256	976,256	976,256	976,256
Supplies/ Consum.	49,385	49,724	90,463	191,514	121,217	121,217	121,217	121,217	121,217	121,217	121,217	121,217
Utilities	13,644	14,635	11,663	20,911	14,902	14,902	14,902	14,902	14,902	14,902	14,902	14,902
Misc. Service Expenses	80,256	63,478	41,997	196,240	88,891	88,891	88,891	88,891	88,891	88,891	88,891	88,891
Capital Expenses	-	7,498	-	98,694	83,031	83,031	83,031	83,031	83,031	83,031	83,031	83,031
Expenditure Totals:	1,167,510	1,037,179	1,254,150	1,284,297	1,284,297	1,284,297	1,284,297	1,284,297	1,284,297	1,284,297	1,284,297	1,284,297
Monthly Net Cash	(998,231)	(961,733)	60,256	3,709,177	(172,576)	(172,576)	(172,576)	(172,576)	(172,576)	(172,576)	(172,576)	(172,576)
Cumulative Net Cash	(775,702)	(1,737,435)	(1,677,179)	2,031,998	1,859,422	1,686,846	1,514,270	1,341,694	1,169,118	996,542	823,966	651,390
Cash Balance (\$1.2 M carryover)	222,529	(739,204)	(678,948)	3,030,229								
Capital Reserve \$6,154,311.88 bal.	8,147,545	6,153,943	6,154,149	6,154,312								



CYFD
Revenue

	Current	YTD	
	Month Revenue	Budget	
Real Estate Tax	\$ 4,678,162	\$ 13,027,632	93.69
Personal Property Tax	\$ 75,613	\$ 256,686	1.51
FDAT	\$ 97,909	\$ 313,900	1.96
Fire Protection Contracts	\$ 614	\$ 65,000	0.01
Fleet Maintenance	\$ 1,340	\$ 46,056	0.03
Training Center	\$ 150	\$ 30,000	0.00
Fire Prevention	\$ 2,050	\$ 90,300	0.04
Technical Services	\$ 2,688	\$ 163,000	0.05
Grants	\$ 114,275	\$ 165,810	2.29
Warehouse Purch Group	\$ 9,355	\$ 50,000	0.19
Interest Income	\$ 194	\$ 15,000	0.00
Other Income	\$ 11,124	\$ 1,291,500	0.22
	<u>\$ 4,993,474</u>	<u>\$ 15,514,884</u>	<u>99.98</u>

CYFD
FY 2015 - 2016
General Fund Expenditures
For the Period Ending 10/31/15



CYFD
Expenses

	Current Month		YTD Budget	
	Actual			
Personnel	\$ 1,486,756	\$ 12,106,556	75.50	
Supplies	\$ 191,514	\$ 1,319,683	9.73	
Services	\$ 192,271	\$ 1,224,561	9.76	
Capital Outlay	\$ 98,694	\$ 1,352,308	5.01	
	<hr/>			
	\$ 1,969,234	\$ 16,003,108	100	

Central Yavapai Fire Bond Debt Service
Income Statement
(Original Budget to Actual Comparison)
For the period of 10/1/2015 Through 10/31/2015

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>General & Administrative Expenses</u>								
Professional Services	\$0.00	\$0.00	\$0.00	0.0 %	\$300.00	\$0.00	\$(300.00)	0.0 %
Total General & Administrative Expenses	\$0.00	\$0.00	\$0.00	0.0 %	\$300.00	\$0.00	\$(300.00)	0.0 %
Total Expenses					\$300.00		\$(300.00)	
Income (Loss) from Operations	\$0.00	\$0.00	\$0.00	0.0 %	\$(300.00)	\$0.00	\$(300.00)	0.0 %
<u>Other Income (Expense)</u>								
Bond Debt Service Tax Revenue	\$477,515.99	\$0.00	\$477,515.99	0.0 %	\$614,534.98	\$0.00	\$614,534.98	0.0 %
Bond Debt Service Interest Revenue	13.39	0.00	13.39	0.0	1,433.54	0.00	1,433.54	0.0
Total Other Income (Expense)	\$477,529.38	\$0.00	\$477,529.38	0.0 %	\$615,968.52	\$0.00	\$615,968.52	0.0 %
Net Income (Loss)	\$477,529.38	\$0.00	\$477,529.38	0.0 %	\$615,668.52	\$0.00	\$615,668.52	0.0 %

11/10/15
9:41:02 AM

Central Yavapai Fire Bond Debt Service
Balance Sheet
As of 10/31/2015

Assets

Current Assets

Cash / Bond Debt Service	\$1,077,989.57	
Property Tax Receivable	35,584.23	
Deferred Revenue - Prop Tax	(23,435.00)	
Total Current Assets		\$1,090,138.80
Total Assets		\$1,090,138.80

Net Assets

Retained Earnings	\$474,470.28	
Current Year Net Assets	615,668.52	
Total Net Assets		1,090,138.80
Total Liabilities and Net Assets		\$1,090,138.80

The Central Yavapai Fire District Board of Directors have reviewed and approved the following monthly financial documents to include Income Statements, Balance Sheets, and Bank Reconciliations with supporting documents, Revenue and Expenditure Graphs, and Cash Flow Projections in compliance with ARS §48-805, 807:

CYFD General Fund

CYFD Bond Debt Service

Fire Board Chairperson	Date
------------------------	------

Fire Board Clerk	Date
------------------	------

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: LETTERS FROM THE PUBLIC

Attached are letters received since the last Board meeting.

Capt Nday

Thank for your help that
day. I guess I was kind
of out of it and needed
help

Ron Collins

Thank again to all the
guys



Science
Care

From: John Feddema
Sent: Wednesday, October 28, 2015 8:44 AM
To: Scott Freitag
Cc: Jeff Polacek
Subject: Kelley - Conference Call

Chief,

I wanted to pass along that Joe Kelley was requested to have a conference call with Chief Officers from Atlanta Georgia to discuss department moral. This came after he spoke during a training exercise this past year and someone took note. The conference call was this morning and he was able to answer questions about how we handle communication with our personnel. He spent about 20 minutes and talked about the 'Review' that you send out, our personnel meetings, the information covered in our [fire](#) academies, and other areas of strength within our organization. We were the only organization they have spoken to on the west coast as they seek help to lower the number of people leaving for other departments.

I think it highlights the current strength of our organization even during a time of change.

John Feddema
Training Chief
Central Yavapai Regional Training Academy
Central Yavapai Fire District
Cell: 928-925-4685

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO TRAINING
CENTER DRAINAGE ISSUES

The Board may discuss and take action related to the Training Center drainage issue.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: SWEAR IN LOCAL PUBLIC SAFETY PERSONNEL
RETIREMENT SYSTEM (PSPRS) BOARD MEMBERS

The Fire Board will swear in new Local Public Safety Personnel Retirement System (PSPRS) Board Members Ron Litchfield and Lee Beaudette.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

OATH OF OFFICE

STATE OF ARIZONA)
) ss.
County of Yavapai)

I, **State your name** do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic; and I pledge to uphold the mission and policies of the District, and will faithfully and impartially discharge the duties of the position of

Public Safety Personnel Retirement System (PSPRS) Local Board Member

(Name of Position)

of the Central Yavapai Fire District, according to the best of my ability, so help me God (or, so I do affirm).

(Member)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____.

Notary Public

Residing at _____

My commission expires: _____

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING
ELECTRONIC DOCUMENT ARCHIVING SOFTWARE

We are currently using a combination of hard copy filing and Windows based filing for document management and archiving at CYFD. With the statutory requirements of document archiving, purging, and records management becoming more labor intensive, the Administration Section has researched a Document Management System (DMS) for current documents being created and to potentially archive existing documents with placing them into a scheduled system (as per the AZ State Library of Archives records retention schedule) for review and purging.

All systems reviewed provided a systematic file and label system with some security features. However, as further reviews and demonstrations continued, there were limited software systems that allowed scanning features which supported any format or document (including blue prints). Additionally, we requested a software that would allow documents to be archived into PDF-A, a PDF format that would allow review and search capabilities no matter how many 'versions' of documents were produced.

There were three companies that were able to fulfill these requests – Laserfische, Document Locator and ADlib Systems, Inc. When we requested demonstrations, ADlib did not respond to multiple requests; however, finally presented a demonstration that did not meet all our needs. Laserfische responded and after a short online demonstration, I requested a quote for the system software, associated licenses, maintenance fees, and projected future support upgrade costs. The initial software quote for our size was \$60,000 with a further analysis of users to determine costs of licenses. Maintenance fees would be based on software and licensing with 10% of those total fees. Also, when I explained that we would be hosting the entire system on our secured server, the representative mentioned that their document archiving software would be moving toward a 'complete cloud based system' within one or two more versions. While I am not opposed to cloud based software, I felt that this was a potential issue as all our records would be placed in the cloud for future archiving and access.

Please see the informational sheet of the software proposal by Laserfische. While Laserfische is a top of the line, international, widely used company for multiple administrative/HR applications, the cost was prohibitive and with the direction of the DMS, might propose problems. Another issue is that the licensing would not allow expansion or creation to include "other companies".

Therefore, there would be additional fees to create a "Chino Valley" company or the JPA running congruently under the same software licensing.

The final software is Document Locator by Columbia Soft. While this company is not as large as Laserfische, their software is also Windows based and system compliant with our current operating and server system. Additionally, there are multiple Fire Districts that are currently using this software with success. We visited North County Fire (formerly Sun City West) for a demonstration and hear from an end user the pros and cons. Columbia Soft's fees are significantly lower and offer the capabilities to assign and create multiple companies (as many as we want and our server will handle) to provide document management and archiving. Additionally, while they plan on supporting cloud based DMS, they were very specific that the future software versions would also be server based. They offer PDF-A scanning and archiving capabilities. It is our recommendation that we consider the purchase of this software for future use of both the Chino Valley, Central Yavapai, and Central Arizona Fire organizations. Please see the informational sheet and bid. It is anticipated that the total cost for implementation will not exceed \$30,858, but as you can see from the quote, the cost is \$21,110 and the Professional Services support will only be billed based on total usage for implementation, training, and problem resolution.

FUNDING: This is a non-budgeted item and would need to be allocated from contingency funds. It is also proposed that the Central Yavapai and Chino Valley Fire Districts split the costs based on NAV. Therefore, the proposed motion would entail that an approval would be authorized to expend contingency funds in the amount of 83% of the total proposed quote of \$30,858, or \$25,612, contingent upon approval by the Chino Valley Fire District to expend \$5,246.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.



Streamline Enterprise Records Management

Controlling your organization's proliferating paper and electronic records can be demanding. How do you adhere to records retention policies organization-wide—without raising costs or disrupting everyday work processes?

Laserfiche Records Management Edition is the answer.

- ▶ **Balance** flexibility and control with transparent records management.
- ▶ **Support** comprehensive risk management.
- ▶ **Reinforce** governance, risk and compliance standards.
- ▶ **Establish** an overarching ECM infrastructure for the enterprise.

RECORDS MANAGEMENT:

Reinforcing Information Governance

“With Laserfiche, we’ve implemented an effective electronic records management strategy which has improved information governance, bringing standardization and consistency to all departments.

Melissa Buman / Records Management Supervisor / Outagamie County, WI

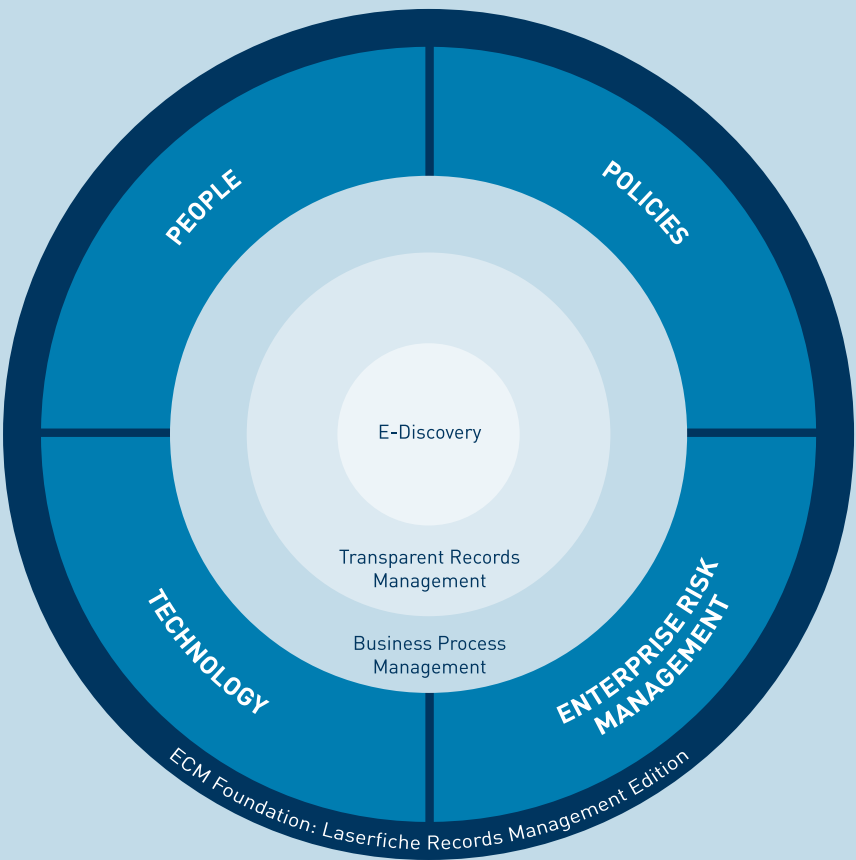
In order to be agile, organizations need their information to be available, consistent and reliable. At the same time, regulatory and compliance mandates dictate that controls around organizational information be put in place.

It’s a delicate, challenging balance to achieve, particularly for organizations that rely on paper records or a variety of specialized software applications for records management.

Laserfiche Records Management Edition (RME) serves as a foundational component of information governance at thousands of organizations around the world.

- Laserfiche RME:
- ▶ **Incorporates** people, policies, technology and enterprise risk management.
 - ▶ **Balances** the need for compliance with the ability to create value from information.
 - ▶ **Unites** content management, business process management and DoD 5015.2-certified records management functionality.
 - ▶ **Increases** information’s availability while preserving its integrity—reducing risk across the entire enterprise.

A Four-Part Framework for Information Governance



MAINTAIN PRECISE CONTROL

with Transparent Records Management

The information needs of records managers and general users are very different, and integrating proper records management into employees' daily routines can be a challenge. Records managers are often forced to be more concerned with the rules of retention than the importance of records from a business perspective. This makes it difficult to manage records on a day-to-day basis without interfering with departments' line-of-business activities.

Laserfiche has pioneered an approach called **Transparent Records Management** that solves this dilemma.

Insulate general users from file plan complexities

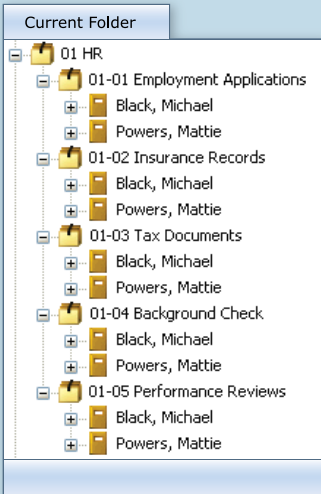
- ▶ Dynamically configure separate views of the repository for each business unit, providing users with access to content in the context of their business practices.
- ▶ Records managers retain control over the way information is categorized and filed, while general users access a folder structure organized more logically for their needs.

Automate classification and filing

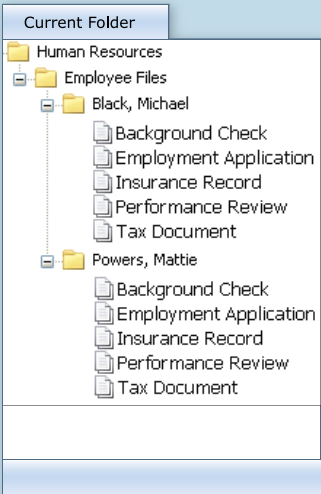
- ▶ Workflow functionality automates the classification of content, regardless of how it's captured or where in its life cycle it becomes a record, eliminating the most costly component of a records management application.
- ▶ Cutoff and eligibility dates are automatically calculated and assigned, increasing both compliance and staff productivity.

Ensure the security of records

- ▶ Automatically track and control records from creation to destruction, making it easy to comply with regulations.
- ▶ For greater security, business users only access shortcuts to actual records.
- ▶ Automatically apply security tags to reduce the cost of regulatory compliance.



Records Manager View



User View

Enable dynamic configuration of multiple views of the same repository, so the records management layout isn't exposed to general users.

Transparent Records Management ensures that your organization meets all of its governance mandates without compromising the ability of your staff to access the information they need to make fast, informed decisions.

THE LASERFICHE RME

Advantage

Integrating records management into your business processes is often a complicated undertaking. You may rely on multiple applications to manage particular types of records, or you may worry about creating more work for both yourself and your staff.

By positioning records management functionality as the foundation of the Laserfiche enterprise content management (ECM) system, Laserfiche RME makes it simple to manage all your content and records—including scanned paper, electronic documents, e-mail, digital audio and video files, photographs and physical records—from a single application.



Intuitive Enterprise Records Management

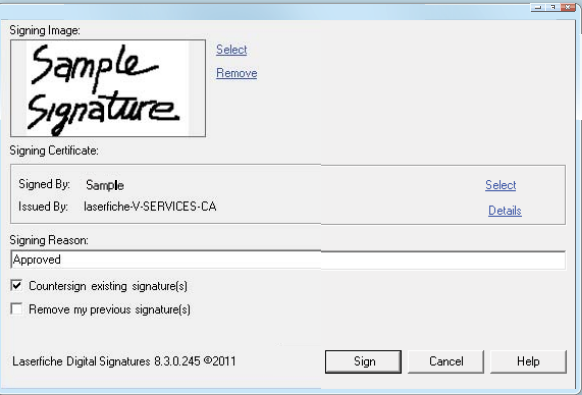
- ▶ Enforce enterprise-wide records policies, regardless of your records' format, location or content—without additional staff training.
- ▶ Use the transparent records management approach to create a file plan and manage retention schedules without interfering with any department's line of business.
- ▶ Create records from documents already under management.
- ▶ Search for records according to status or location.
- ▶ Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- ▶ Access, process, manage and run reports on records using Laserfiche Web Access, a Web-based thin client.
- ▶ Ensure consistency by automating life cycle management from document creation to final disposition.
- ▶ Demonstrate proper retention rules were followed with post-disposition retention of metadata and auditing information.
- ▶ Ensure the future accessibility of your archived records with storage in non-proprietary TIFF file format.

A screenshot of the 'Record Folder Properties' dialog box. The dialog is titled 'Record Folder Properties' and has a tab labeled 'FOLDER 1'. It contains several sections: 'Filing Date' with a date field set to '11/9/2010' and a checkbox for 'Designate these records for transfer or accession to NARA'; 'Cutoff Instruction' with a dropdown menu set to 'single event cutoff' and fields for 'Type', 'Cycle', 'Interval', 'Document Relationship', 'Linked Document Action', and 'Location'; 'Retention Schedule' with a dropdown menu set to '1 month destruction' and fields for 'Final Disposition Type', 'Final Disposition Location', 'Alt. Retention Event', 'Retain for', 'Keep Metadata', and 'Alt. Ret. Schedule'; and 'Vital Records' with a checkbox for 'Designate records within this collection as vital' and a dropdown for 'Review Cycle' set to 'BIM (Bimonthly)'. At the bottom, there is a 'Disposition Authority' field and three buttons: 'OK', 'Cancel', and 'Help'.

Automate life cycle management from record creation to final disposition.

Controlled and Flexible Governance

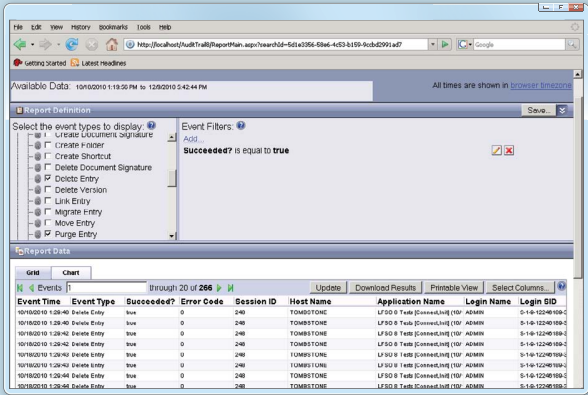
- ▶ Implement a central point of control for all records management activities.
- ▶ Simplify governance by integrating DoD 5015.2-certified records management with workflow technology to dynamically build customized views to the repository for individual business units.
- ▶ Share and enforce best practices by automating manual processes, including content classification and filing.
- ▶ Meet VERS standards for ensuring electronic document preservation and integrity with encrypted volumes, auditing for tamper detection and digital signature support for both documents and briefcases.
- ▶ Implement a DoD 5015.2 v3-certified integration with SharePoint 2010 and archive and manage SharePoint documents in the Laserfiche repository once the collaboration phase is complete.



Verify and validate document authenticity with tamper-proof digital signatures.

Comprehensive Risk Management

- ▶ Build an ECM infrastructure that not only meets outside regulations but also uses auditing and monitoring to incorporate internal controls.
- ▶ Promote compliance with Sarbanes-Oxley, HIPAA, USA PATRIOT Act, SEC, FINRA and other regulations.
- ▶ Empower compliance officials to regularly review user activity, assess the effectiveness of internal control mechanisms and demonstrate regulatory compliance with built-in audit trail tracking.
- ▶ Safeguard records with comprehensive access controls.
- ▶ Reduce litigation risks associated with expired and outdated records.
- ▶ Respond to e-discovery orders quickly and confidently.
- ▶ Provide large volumes of records to auditors—instantly and without trips to the records room or offsite storage facilities.



Track almost any user action, from login and logout to creating, modifying, printing and deleting documents.



By integrating Laserfiche and SharePoint, our content is searchable on an enterprise level, and the results are returned to users transparently through SharePoint. Putting a secure, centralized and DoD 5015.2-certified Laserfiche repository behind SharePoint has given us much more control, efficiency and effectiveness.

Angela Ellis / Senior Web Developer / Project Manager / Virginia Port Authority

An Overarching ECM Architecture for the Enterprise

- ▶ Unite collaboration, business process management, content management and records management functionality as part of the Laserfiche system's core architecture, not through separate modules stacked together.
- ▶ Simplify business continuity planning by centralizing your organization's information.
- ▶ Customize your system without outside consulting or on-site programming.
- ▶ Support industry-standard Microsoft® and Oracle® database platforms to maximize the value of your current IT investments.
- ▶ Manage all the components of a Laserfiche repository—fields, templates, users, groups and volumes, among others—through an easy-to-use graphical interface.

Laserfiche Enterprise Records Management Framework

COLLABORATION GUI	<ul style="list-style-type: none">▶ SharePoint▶ Enterprise Search▶ Portal	<ul style="list-style-type: none">▶ E-mail▶ Forms Library
BUSINESS PROCESS MANAGEMENT	<ul style="list-style-type: none">▶ Capture▶ Workflow▶ Auditing	<ul style="list-style-type: none">▶ Reporting▶ Notification▶ Risk Management
CONTENT MANAGEMENT	<ul style="list-style-type: none">▶ Access Control▶ Versioning▶ Life Cycle Management	<ul style="list-style-type: none">▶ Library Services▶ Unified Metadata Models
RECORDS MANAGEMENT	<ul style="list-style-type: none">▶ Archiving▶ Taxonomy▶ Accession Transfer	<ul style="list-style-type: none">▶ Retention Schedule Process

“Because we have to keep compliance with Texas State Library recommendations for records retention, we depend heavily on Laserfiche. Once records are scanned, Laserfiche keeps uniformity for records naming conventions and storage, reducing training time and eliminating mistakes.

Patrick Gray / Database Applications Analyst / City of Wichita Falls, TX



About Laserfiche

Product Suite

The Laserfiche system is designed to be straightforward to purchase, deploy, extend, administer and support. Laserfiche solutions deploy quickly and easily scale to accommodate both an increasing number of users and high-volume repository growth.

Laserfiche Records Management Edition is available as a part of Laserfiche Rio® and Laserfiche Avante® ECM systems.

Laserfiche Rio® with Records Management Edition™

.....
laserfiche.com/rio

- ▶ DoD 5015.2-STD Ver. 3 certification
- ▶ Joint DoD 5015.2 certification with SharePoint 2010
- ▶ VERS Compliant v2
- ▶ Enterprise content management
- ▶ Document imaging
- ▶ Business process management
- ▶ Complete auditing and security controls
- ▶ Mobile support
- ▶ Production-level capture and processing
- ▶ Unlimited Laserfiche servers to support backups, failover clusters and testing environments

Laserfiche Avante® with Records Management Edition™

.....
laserfiche.com/avante

- ▶ DoD 5015.2-STD Ver. 3 certification
- ▶ VERS Compliant v2
- ▶ Document management
- ▶ Business process management
- ▶ Optional Web Client and Audit Trail tracking

Since 1987, Laserfiche has used its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. More than 30,000 organizations worldwide—including federal, state and local government agencies and Fortune 1000 companies—use Laserfiche® software to streamline document, records and business process management.

The Laserfiche ECM system is designed to give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite is built on top of Microsoft® technologies to simplify system administration, supports Microsoft SQL and Oracle® platforms and features a seamless integration with Microsoft Office® applications and a two-way integration with SharePoint®.

Your Next Step



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Learn More
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(800) 985-8533

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Proposal for:

Central Yavapai & Chino Valley Fire Districts

Prepared by Tara Garrett, Wednesday, August 19, 2015.

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Project description

ColumbiaSoft proposes a centralized, electronic file management system for Central Yavapai and Chino Valley Fire districts.

As a centralized solution, Document Locator will give users secure access to files across the organizations, which will negate the need for filing cabinets and paper documents. Records, Human Resources, and Finance, as well as departments like Fleet Maintenance and Fire Prevention, will store their files in Document Locator. Users will have the ability to scan/import, create, and manage files, and run reports. Central Yavapai and Chino Valley Fire Districts can continue to use their existing hardware and scanners in conjunction with Document Locator.

Document Locator will provide Central Yavapai and Chino Valley Fire Districts with an organized, structured system to manage files across the organizations, with the ability to sort the files by their original district, or underneath the JPA umbrella. Permission and role-based security will give appropriate users the ability to manage files, have documents go through review and approval processes, and set reminders and notifications on documents. Full text search, metadata classification, version control, audit logging, and workflow are included. In the future, Document Locator may also be integrated with existing or new systems (for example, Accounting or Payroll systems).

Document Locator will be hosted on premise. Implementation configures Document Locator's features and tools to business requirements. If purchased before the end of October, the solution would be fully deployed by January 1st. Seamless integration with Microsoft Windows and Microsoft Office makes using Document Locator straightforward and intuitive. Primary navigation is built into Microsoft Windows Explorer, similar to a mapped shared drive. By keeping users in a familiar and comfortable folder-based environment, Document Locator minimizes the need for user training and supports broader user acceptance.

Purchase option

item	description	cost
Licensing	3 Named User licenses, 5 Dedicated Desktop licenses, 10 Concurrent Desktop licenses, and 2 Scan Stations with 20% off of licensing for first year's purchase	\$15,448
Annual support and maintenance	Technical support and software upgrades that keep the software current with the latest technologies. Annual; optional after the first year.	\$4,912
Training	1 seat at an 3-day Administrative Training class, 50% off (next classes held 9/14-16 and 11/16-18)	\$750
Professional Services	Estimated 50 hours, \$195 per hour, to configure and implement a solution. <i>Hours are invoiced as used, not paid up front.</i>	\$9,750

Subscription option

item	description	cost
Subscription	3 Named User licenses, 10 Dedicated Desktop licenses, 10 Concurrent Desktop licenses, and 3 Scan Stations	\$9,020
Training	1 seat at an 3-day Administrative Training class, 50% off (next classes held 9/14-16 and 11/16-18)	\$750
Professional Services	Estimated 50 hours, \$195 per hour, to configure and implement a solution. <i>Hours are invoiced as used, not paid up front.</i>	\$9,750

Subscription and purchase models


Subscription



Purchase




License options




Person-based licensing

Named User




Named Access License
\$240 yr
Purchase option: \$695 + \$139 yr

Our standard license, the Named-User, includes both Windows-integrated desktop access and self-hosted web access for one person at any computer.



Access-based licensing


Dedicated



Dedicated Desktop License
\$180 yr
Purchase option: \$495 + \$99 yr


Windows-integrated, desktop access at one computer.

Concurrent



Concurrent Desktop License
\$380 yr
Purchase option: \$1,100 + \$220 yr

Windows-integrated desktop access for multiple people at multiple computers to share. *



Web Tools License
\$220 yr
Purchase option: \$625 + \$125 yr

Self-hosted, browser-based Web access for multiple people to share. *

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*Concurrent licensing allows people to share licenses. You can have as many users as you want, but the number of people that can access the system at the same time is limited by the number of licenses you own. For example, if you have 10 users, and 4 concurrent licensees, any 4 users can access the system at the same time. In the desktop version, each license is released after 10 minutes of inactivity. In WebTools, licenses are released immediately upon browser close or logout. Browsers left open release after 4 hours.

www.DocumentLocator.com

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About our software licenses

A named-user license is an all access license for a single person. It provides both desktop and web access for a single user.

A dedicated desktop license is a single user license tied to a single client machine. It is a 1-to-1 license that is best suited for active users. It is not a 'named user' license. It provides only for Windows-integrated desktop access.

The concurrent desktop and concurrent Web access licenses are shared licenses and can be used by more than one person, at different times. They have a 10 minute timeout, so after 10 minutes of non-use by one person, the license becomes free again for use by the same or another person. Only one person can use a concurrent license at any one time. Although they cost more (more than double in the case of a desktop license), the concurrent option can be good a choice when large numbers of people use the system infrequently.

Your solutions manager will work with you in identifying which are the best license types for your situation.

Web Access

Web access licenses can be purchased as optional concurrent add-on licenses that allow users to connect to your document management system via an Internet connection using a Web browser. Unlike a hosted service, or SaaS, you host your own Web access to Document Locator yourself using IIS (Internet Information Services). It's similar to Microsoft Outlook Web Access. The Web browser interface emulates the desktop experience, however, not all functions are available in the browser.

Purchasing licenses

Software subscriptions are purchased annually. Software licenses are purchased once, and there is an additional annual charge for maintenance and support. You may purchase additional licenses at any time. When you are ready to buy, we'll send you a quote. Once we receive an authorized signature, you will be able to install the software and we will send you an invoice.

License costs

Document Locator licenses	Annual Subscription	Purchase option (one time)	Annual maintenance
Named user	\$240	\$695	\$139
Dedicated desktop	\$180	\$495	\$99
Concurrent desktop	\$380	\$1,100	\$220
Concurrent WebTools	\$220	\$625	\$125

Microsoft SQL licensing



Document Locator uses Microsoft SQL as the underlying database. The proven performance and affordability of Microsoft SQL provides a stable, reliable foundation for the document management system. We are a Microsoft ISV reseller, and can sell you Microsoft SQL runtime licenses at a very affordable price if you need them. Or, you may use existing SQL licenses or purchase new from any Microsoft reseller.

Hardware requirements

Hardware requirements for Document Locator can be found online at: <http://www.documentlocator.com/features/system-requirements.htm>. We do not sell hardware, however, we may be able to introduce you to technology providers that can assist you.

Hosting options

Hosting is offered as an option. Document Locator can be deployed onsite or as a cloud-hosted solution.

 DL User  DL User Subscription \$240 yr Annual subscription for Document Locator named-user full access license.	CloudConnect Tier 1	CloudConnect Tier 2	CloudConnect Tier 3
	<p>ColumbiaSoft cloud hosting using Microsoft Azure standard virtual machine</p> <p>2 x 1.66 GHz CPU 3.5 GB RAM 100 GB storage 15 GB bandwidth</p> <p>Includes database administration and support services.</p> <p>\$3,300 Year</p>	<p>ColumbiaSoft cloud hosting using Microsoft Azure standard virtual machine</p> <p>4 x 1.66 GHz CPU 7 GB RAM 525 GB storage 52 GB bandwidth</p> <p>Includes database administration and support services.</p> <p>\$5,400 Year</p>	<p>ColumbiaSoft cloud hosting using Microsoft Azure standard virtual machine</p> <p>8 x 1.66 GHz CPU 14 GB RAM 950 GB storage 94 GB bandwidth</p> <p>Includes database administration and support services.</p> <p>\$9,500 Year</p>

Powered by  Windows Azure

www.DocumentLocator.com

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Imaging and other optional components

Document Locator's optional scanning software components are designed to make it easy to convert paper into digital files in your electronic document management system. Many customers choose to scan documents themselves, while others hire outside companies for scanning services. ColumbiaSoft does not provide paper scanning services. Other optional components for Document Locator are tools used in scanning, email archiving, SharePoint integration, Brava! integration, Prolog integration, integrated search tools, and an "SDK" developer's kit.

Our support and maintenance program

Annual maintenance and support provides valuable technical support as well as upgrades of the software. Upgrades keep the software current with the latest technologies. The program costs 20% of the cost of software licensees, annually, and is optional after the first year. Here's what's included:

- Technical support (9 am - 9 pm Eastern / 6 am - 6 pm Pacific) Monday –Friday, excluding holidays.
- All software upgrades during maintenance period.
- Documentation for installation and configuration.
- Customer portal access with educational videos, online knowledge base, customer forum, and more.

Training options

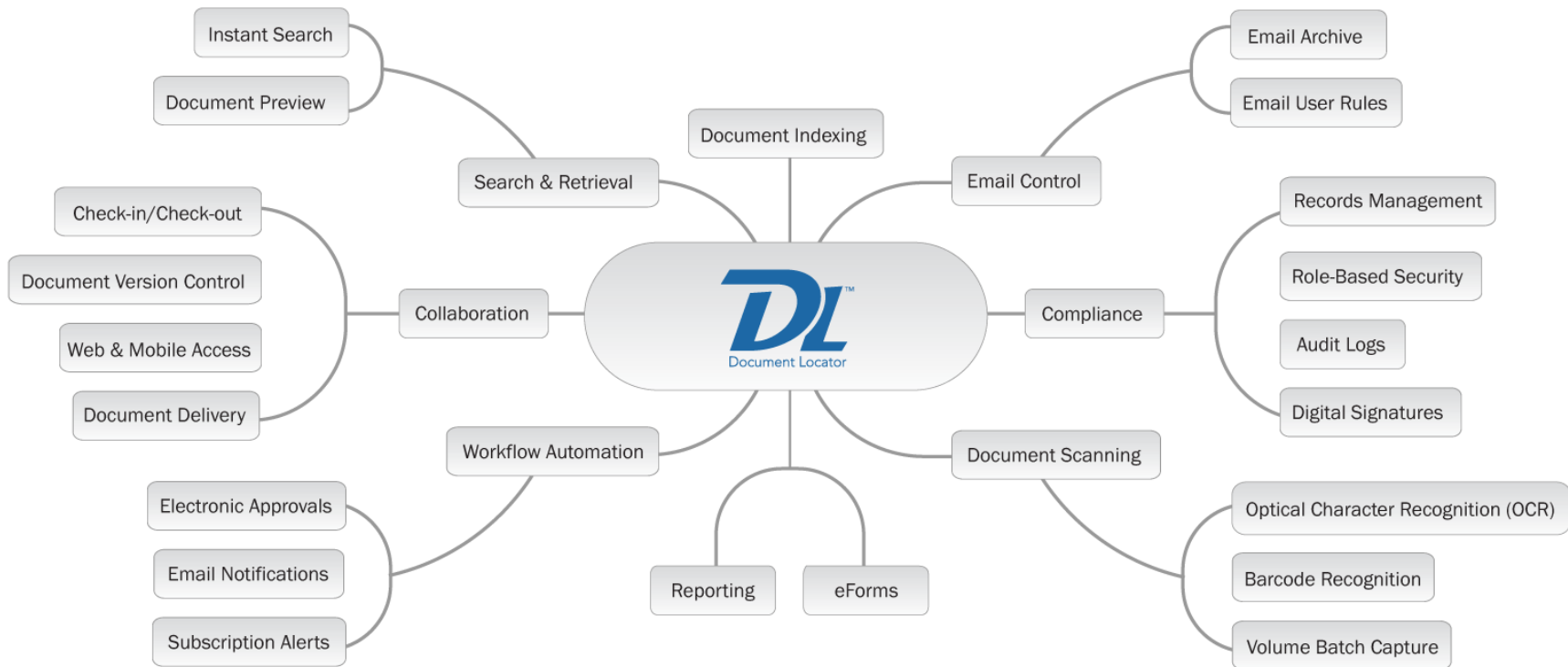
Optional training programs include a three-day course held several times per year, a Masters Series class offered at various times and locations, as well as on-site and custom training course options. The customer portal, ColumbiaSoftConnect.com, also contains self-paced training recordings.

Expert Professional Services

Our years of expertise and a best practices approach can translate into time and money saved in your information management projects. From deployment and migrations, to system integrations and core business process improvement initiatives, our team of experts is ready to help. Consider professional services for assistance with implementation, configuration, custom integration, system migration, and more.

For more information, please see: <http://www.documentlocator.com/downloads/docs/epapers/pro-services.pdf>

Document Locator capabilities



Learn more about Document Locator features at: <http://www.documentlocator.com/features/>

Windows integrated document management software

Built right into Microsoft Windows Explorer, and Microsoft Office, document management is easy to use.

See a demo at: <http://www.documentlocator.com/resources/document-management-demos.htm>

The screenshot displays the Document Locator software interface, which is integrated into the Windows Explorer environment. The interface is divided into several sections:

- Navigation Pane (Left):** Shows a hierarchical tree of folders including Documents, _Corporate, Accounting, _Procedures, _Templates, Archived, Invoices, Packlists, Payables, Purchases, Received, Vendors, _Pending, _Rejected, _TBD, Acme, Emails, Invoices, Orders, 01250, 01361, and 01472.
- File List (Center):** A table listing documents with columns: Name, Inv #, Inv Amount, Inv Date, PO Amount, and PO Date. The selected document is INV-01250-38.pdf.
- Document Details (Right of File List):** A detailed view of the selected document, including its Name, Description, Version, Notes, Size, and Profile.
- Preview (Far Right):** A preview of the selected document, which is an ACME invoice. The preview includes the ACME logo, invoice details, and a table of items.

Document Details:

Name	Description
INV-01250-38.pdf	Vendor Invoice
Version	Controlled Record
Size	205 KB

Profile:

PO Number	01250
Invoice #	05371
Invoice-Date	12/20/2012
Invoice Amount	\$1,543.45
PO Amount	\$1,543.45
PO Date	10-15-2012
Vendor-Name	ACME
Vendor-Number	1758
Payment Terms	Net 30
G/L Account	300-001
G/L Description	Supplies
Document-Type	Invoice
Type ID	INV
Watermark	Approved for Payment

Invoice Preview:

ACME INVOICE

Page 1 of 1

Invoice: 05371
Invoice Date: 12-20-2012

ACME
5555 Western Street
Houston, Texas 77002
Phone: 535-555-5555

TO:
ColumbiaSoft Corporation
15495 SW Sequoia Parkway
Suite 100
Portland, Oregon 97224
Phone: 503-274-0504

SHIP TO:
ColumbiaSoft Corporation
15495 SW Sequoia Parkway
Suite 100
Portland, Oregon 97224
Phone: 503-274-0504

Sales Rep.	P.O. Number	Ship Date	Ship Via	FOB	Terms
Bob Smith	01250	12-12-2012	Carrier	Site	Net 30

Quantity	Description	Unit Price	Total
1	AB-3456 Large Widget	\$1,543.45	\$1,543.45

\$1,543.45

About us

ColumbiaSoft is a leading document management solutions company.

Since 1998, we've been helping businesses and organizations improve efficiency and reduce risk. Information managers use our software to manage paper and electronic documents, e-mail, faxes, and other electronic files with accuracy and precision. The software reduces costs, increases productivity, and automates business processes, while helping to ensure continued compliance with regulations and policies. Our solutions are fully integrated with Microsoft and other leading software technologies, making it easy for people to use. We are headquartered in the United States, and provide all development, support, and services from the U.S.

800.298.1172

www.DocumentLocator.com

ColumbiaSoft Corporation

15495 S.W. Sequoia Parkway, Suite 190

Portland, OR 97224



www.DocumentLocator.com

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QUOTATION

Page: 1

QUOTE NUMBER: 0010252

QUOTE DATE: 11/2/2015

CUSTOMER NO: CS000

QUOTE EXPIRES: 11/20/2015

SALESPERSON: Tara Garrett

BILL TO:

Central Yavapai Fire District
8555 E. Yavapai Road
Prescott Valley, AZ 86314
CONFIRM TO: Dave Tharp

SHIP TO:

Central Yavapai Fire District
8555 E. Yavapai Road
Prescott Valley, AZ 86314

CUSTOMER P.O.		ORDER TYPE ELECTRONIC		PAYMENT TERMS 30 Days		
ITEM NUMBER	DESCRIPTION	UNIT	ORDERED	PRICE	AMOUNT	
CS1400	DL Named Access License List price: \$2,085, 20% off for November 2015 purchase	NAL	3.00	556.00	1,668.00	
CS1400-M	DL NAL Annual Maintenance	NAL	3.00	139.00	417.00	
CS1000	DL Dedicated CAL List price: \$2,475, 20% off for November 2015 purchase	CAL	5.00	396.00	1,980.00	
CS1000-M	DL CAL Annual Maintenance	CAL	5.00	99.00	495.00	
CS1200	DL Concurrent SAL List price: \$11,000, 20% off for November 2015 purchase	SAL	10.00	880.00	8,800.00	
CS1200-M	DL SAL Annual Maintenance	SAL	10.00	220.00	2,200.00	
CS2000	Scan Station List price: \$3,750, 20% off for November 2015 purchase	EACH	2.00	1,500.00	3,000.00	
CS2000-M	Scan Station Annual Maintenance	EACH	2.00	900.00	1,800.00	
CS4010	DL Training - Prepaid, 3-day class, per person List price: \$1,500 per Attendee, 50% off for November 2015--Attendee seat reserved for January 25-27, 2016	DAY	1.00	750.00	750.00	
CS4000	Professional Services Estimated 50 hours (\$9,750) of Professional Services to configure and implement the solution; hours are invoiced as they're used, not paid upfront.	HOUR	0.00	195.00	0.00	
				Net Order:	21,110.00	
				Less Discount:	0.00	
				Sales Tax:	0.00	
				Order Total:	21,110.00	
If you are paying with a credit card, please visit www.documentlocator.com/pay.htm						
Tara Garrett Phone:(503) 608-3279 Email:tgarett@columbiasoft.com						

QUOTE NUMBER: 0010252

QUOTE DATE: 11/2/2015

CUSTOMER NO: CS000

QUOTE EXPIRES: 11/20/2015

SALESPERSON: Tara Garrett

BILL TO:

Central Yavapai Fire District
8555 E. Yavapai Road
Prescott Valley, AZ 86314
CONFIRM TO: Dave Tharp

SHIP TO:

Central Yavapai Fire District
8555 E. Yavapai Road
Prescott Valley, AZ 86314

CUSTOMER P.O.		ORDER TYPE ELECTRONIC		PAYMENT TERMS 30 Days	
ITEM NUMBER	DESCRIPTION	UNIT	ORDERED	PRICE	AMOUNT
<p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> The pricing and terms of this quotation are valid only if signed and received by ColumbiaSoft by the expiration date above and may be withdrawn, prior to receipt, at ColumbiaSoft's option. Sales and use tax, VAT, GST, custom fees and duties are the responsibilities of the Licensee. International orders shall be prepaid. This quotation, together with either the End-User License Agreement ("EULA") or the Subscription Agreement (SAAS-EULA) and the Maintenance & Technical Support Agreement packaged with the products, delivered electronically, or available online at: http://www.documentlocator.com/download/eula.pdf, http://www.documentlocator.com/download/eula-subscription.pdf and http://www.documentlocator.com/download/msa.pdf, constitutes the complete agreement between the parties ("Agreements"), and shall supersede all prior or contemporaneous agreements or representations, written or oral, including but not limited to any conflicting or additional terms of Licensee's purchase order documentation. ColumbiaSoft reserves the right to audit Licensee's compliance with the terms of this agreement on an annual basis, or as otherwise specified in the applicable EULA. Licensee acknowledges and agrees that the latest available version of the software ordered and generally available as of the date of the order received by ColumbiaSoft will be shipped to Licensee, irrespective of the version of Products identified above. Licensee understands and has reviewed the minimum system requirements for ColumbiaSoft's products. The information can be found at http://www.documentlocator.com/Support/Requirements. Licensee is responsible for purchase, installation, configuration & maintenance of Licensee's systems. Software Maintenance & Technical Support is provided in accordance with ColumbiaSoft's then prevailing support policy located on ColumbiaSoft's website http://www.columbiasoft.com/support/default.htm. Software Maintenance & Technical Support annual agreement is based on the purchased products above and is priced at 20% of the published list price on the date the new annual agreement starts. ColumbiaSoft and Licensee agree not to include each other's names in news releases without prior mutual approval. ColumbiaSoft may identify the Licensee in customer lists and marketing materials. Attendees must prepay for training courses. A one week cancellation policy is required or payment is forfeited. Professional Services: <ul style="list-style-type: none"> Professional Services are billed on a Time and Material (T&M) basis. The quote does not constitute a fixed bid for this agreement. Licensee will be billed only for hours consumed to fulfill tasks defined in the Professional Services engagement which may be less than the initial quote. If the project increases to require more hours than quoted, Licensee will be required to provide written authorization to proceed. ColumbiaSoft will request a change order to document any variation in the original quote to reflect changes in budget, scope or expected timeline. The quote for Professional Services will include preparation time for meetings and other work sessions. Work may be performed remotely or onsite with the customer's consent. Onsite engagements must be scheduled in advance. The minimum onsite time for engagements that require more than two (2) hours of travel time will be 8 hours. Reasonable travel expenses will be passed through for onsite professional services. Any scheduled work session must be cancelled at least one (1) business day in advance of the scheduled time in order to avoid being billed for the event at the standard T&M rate. Any expenses incurred for cancellation of onsite sessions will be the responsibility of the licensee. If significant schedule changes are required, a 10-business day lead time may apply for rescheduling the necessary resources. Professional services are invoiced on a semi-monthly basis, unless otherwise agreed to in writing. Maintenance & Technical Support is accessible based upon the signed and dated acknowledgement of the order by the client. If there are new documents introduced into the sales cycle with an explicit contract effective date, this contractual effective date would override the signature date. All maintenance starts on the 1st day of the month following purchase and expires 12 months thereafter. 					
<p>Accepted By: _____ Date: _____</p>					

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSS AND APPROVE PURCHASE OF VEHICLE FOR FIRE PREVENTION

Based upon the Board approved Capital Replacement Schedule, Vehicle 515 is due for replacement. This vehicle is a 1996 Chevrolet Tahoe with over 160,000 miles. We have budgeted \$41,145.00 for this item, and three bids for a 2016 Chevrolet Tahoe are included. The lowest bid is from Courtesy Chevrolet for \$38,242.32 which includes tax and fees. Additional accessories will also be installed such as basic front and rear lighting. Fleet Maintenance asks for approval to purchase this vehicle from Courtesy Chevrolet for a price not to exceed \$40,000.

*Courtesy Chevrolet \$38,214.32 (includes tax and fees)
Lamb Chevrolet..... \$47,098.35 (plus license fee)
Auto Nation \$49,299.00 (plus tax, title, license)*

Suggested Motion: *Approve the purchase of a 2016 Chevy Tahoe from Courtesy Chevrolet for a price not to exceed \$40,000.00*

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

COURTESY CHEVROLET

ADSP012-016667

**STATE CONTRACT
VEHICLE QUOTE**

CONTRACT VEHICLE

2016 CHEV TAHOE
4 DOOR, 4X4, 1FL PKG

CONTRACT PRICE

PER ATTACHED SPECS \$ 35,281.00
5.3L V8, AUTO, DUAL A/C

INCLUDES-
POWER WINDOWS, LOCKS, TILT,
CRUISE, KEYLESS ENTRY, AM/FM
STEREO W/ C/D

APPROX FEBRUARY-MARCH
PRODUCTION

TOTAL

\$ 35,281.00

TIRE TAX

\$ 5.00

TAX

\$ 2,928.32

EXTENDED WARRANTY

GRAND TOTAL

\$ 38,214.32

Prepared By:
 Joe Pfeffer
 Courtesy Chevrolet
 1233 E Camelback Road
 Phoenix, AZ 85014
 Phone: (602) 604-3040
 Fax: (602) 264-9230
 Email: jpfeffer@courtesychev.com

2016 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
CK15706	2016 Chevrolet Tahoe 4WD 4dr Commercial	\$46,500.00	\$50,000.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

<u>Code</u>	<u>Description</u>
-	Interior: Jet Black
-	Exterior 1: Summit White
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ZW7	SUSPENSION PACKAGE, PREMIUM SMOOTH RIDE (STD) (Not available with (NHT) Max Trailering Package.)	\$0.00	\$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	\$0.00
L83	ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00	\$0.00
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)	\$0.00	\$0.00
GU4	REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Package.)	\$0.00	\$0.00
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment *CREDIT*	-\$1,456.00	-\$1,600.00
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL (STD)	\$0.00	\$0.00
RC3	TIRES, P265/70R17 ALL-TERRAIN, BLACKWALL (STD)	\$0.00	\$0.00
RC4	TIRE, SPARE P265/70R17 ALL-SEASON, BLACKWALL (STD)	INC	INC
ZY1	PAINT SCHEME, SOLID APPLICATION	\$0.00	\$0.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 410.0, Data updated 10/27/2015
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Customer File:

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Page 1

Prepared By:
Joe Pfeffer
Courtesy Chevrolet
1233 E Camelback Road
Phoenix, AZ 85014
Phone: (602) 604-3040
Fax: (602) 264-9230
Email: jpfeffer@courtesychev.com

2016 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
GAZ	SUMMIT WHITE	\$0.00	\$0.00
AZ3	SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2-way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage, storage compartments in seat cushion (includes auxiliary power outlet), adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.) (STD)	\$0.00	\$0.00
H0U	JET BLACK, CLOTH SEAT TRIM	\$0.00	\$0.00
IO3	AUDIO SYSTEM, AM/FM STEREO WITH CD PLAYER AND AUXILIARY INPUT JACK includes USB port (STD)	\$0.00	\$0.00
C6A	GVWR, 7300 LBS. (3311 KG) (Requires 4WD model.)	\$0.00	\$0.00
NZZ	FRONT UNDERBODY SHIELD (Requires 4WD models and a Fleet or Government sales order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$136.50	\$150.00
ATD	SEAT DELETE, THIRD ROW PASSENGER (Deletes rear storage compartment.) (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*	-\$404.95	-\$445.00
OPTIONS TOTAL		<u>-\$1,724.45</u>	<u>-\$1,895.00</u>

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail CK15706 4WD 4dr Commercial

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 410.0, Data updated 10/27/2015
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Customer File:

November 02, 2015 5:04:49 PM

Page 2

Domenic Scaife

From: Bill Tibbetts <btibbetts@lambauto.com>
Sent: Friday, November 06, 2015 10:49 AM
To: Domenic Scaife
Subject: RE: tahoe

BID 2016 CHEVROLET TAHOE

LS
4WD
Automatic
Power windows and locks
Tilt
cruise
Max trailering package:
Rear axle ratio 3.42
Trailer brake control
2 speed transfer case
Suspension package
Third row seat
White exterior
Black cloth interior

Out of stock purchase \$47800.00
Sales tax 34074.80 current rate
Doc fee 399.50

License fee ?

\$52274.30

Factory order purchase \$43100.00
Sales tax 3598.85 current rate
Doc fee 399.50

License fee?

\$47098.35

From: Domenic Scaife [mailto:DScaife@centraljavapaifire.org]
Sent: Friday, November 06, 2015 8:14 AM
To: Bill Tibbetts
Subject: Re: tahoe

Bill if you can send me a quote on one with no third seat that would be great. I'll need the quote to show tax and have an OTD price on it.

Thanks,
Domenic

Sent from my Verizon 4G LTE Smartphone
On Nov 5, 2015 8:43 AM, Bill Tibbetts <btibbetts@lambauto.com> wrote:

Domenic Scaife

From: aguirres@autonation.com
Sent: Monday, November 02, 2015 3:35 PM
To: Domenic Scaife
Subject: Domenic, I found this one for you!



Vehicle #1: 2016 Chevrolet Tahoe	VIN/Order # 1GNSKAKC1GR125943	MSRP \$51,845.00	St N/
Additional Vehicle Information			

Body Style: **CK15706-4WD**

PEG: 1LS-LS Preferred Equipment Group

Primary

Color: **GAZ-Summit White**

Trim: H0U-Cloth, Jet Black, Interior Trim

Engine: L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt

Transmission: MYC-6-Speed Automatic

Options: 1LS-LS Preferred Equipment Group

A95-Seats: High Back Bucket, Driver & Passenger

AG2-Seat Adjuster, Front Passenger, Power

AQQ-Keyless Remote Entry

ARN-Seats, 3rd Row 60/40 Bench, Manual Folding

AT6-Seats, 2nd Row 60/40 Bench, Manual Configurable

AU3-Power Door Locks

B30-Floor Covering: Carpet, Color Keyed

B58-Floor Mats, Color-Keyed Carpeted 1st & 2nd Row

BTV-Remote Engine Starting Pkg

BVE-Assist Steps

C49-Defogger, Rear Window, Electric

C6A-GVW Rating 7300 Lbs

CE1-Wipers, Front intermittent, Rainsense

CJ4-Climate Control, Electronic - Multi-zone

DL8-Mirrors, O/S, Power, Heated

G80-Locking Differential, Rear

GAZ-Summit White

GU6-Rear Axle, 3.42 Ratio

H0U-Cloth, Jet Black, Interior Trim

IO5-Radio, 8" Color Screen, Bluetooth, w/ USB Port

JL1-Integrated Trailer Brake Controller

K34-Cruise Control

KC4-Cooler, Engine Oil

KG4-Alternator, 150 AMP

KI4-110 Volt Electrical Receptacle, In Cab

KNP-Transmission Cooling System

L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt

MYC-6-Speed Automatic

N33-Steering Column: Manual Tilt

NC7-Emissions Override, Federal

NHT-Max Trailering Package

NQH-T-Case, 4WD, Electronic Autotrac w/ Rota Ctrls

PZX-Wheels: 18" Aluminum

RC4-Tire, Spare, P265/70R17 Blackwall

RKX-Tires: P265/65 R18 All Season, Blackwall

SAF-Spare Tire Lock

TB4-Rear Lift Gate, Manual

TG5-Compact Disc & MP3 Player

U2K-SiriusXM Satellite Radio (subscription)

U2L-High Definition Radio Reception

UD7-Rear Parking Assist Sensors

UDD-Driver Info Display

UE1-OnStar Communication System

UK3-Radio Controls -Steering Wheel

UQ3-Speaker System

UTJ-Theft Protection System, Unauthorized Entr

UVC-Rear View Camera System

V54-Luggage Rack, Roof Mounted, Black

VV4-Onstar 4G LTE Wi-Fi Hotspot

YF5-California Emissions

Z82-Trailering Package

ZY1-Paint, Solid

Your internet price on this one is going to be ~~\$49,299.00~~ Let me know if this one will work for you? I will need to dealer trade for it. Thanks.

Saul Aguirre
Internet/Fleet Sales Manager
623-975-5049
602-690-3787
AutoNation Chevrolet Arrowhead
9055 West Bell Road, Peoria, AZ 85382

We Will Buy Your Current Vehicle From You And You Don't Even Have To Buy One from Us, Call/Email for More Details

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: APPROVE NEW JOB DESCRIPTION ADMINISTRATIVE
ASSISTANT IV AND ADMINISTRATIVE WAGE SCALES

The Policy Committee reviewed the Administrative Succession Plan and approved the new Administrative Assistant IV Job Description. There were minor changes to the other job descriptions, and the SOG Committee will be reviewing those.

The job titles were adjusted as follows to implement the Succession Plan:

Office Assistant renamed Administrative Assistant I.

Administrative Assistant renamed Administrative Assistant II.

Administrative Assistant with divisional specialization renamed Administrative Assistant III. This person will be trained throughout all divisions.

The new Administrative Assistant IV is similar to the Administrative Assistant III with added supervisory duties if the Administrative Manager exceeds their 7-person span of control.

Administrative Manager oversees all Administrative personnel and assists the Finance and Human Resource Managers with Administrative functions of the organization.

We are asking for Board approval of the new Administrative Assistant IV Job Description and the Administrative wage scales. Additionally, with the restructuring of job titles, we also ask approval to remove the following job descriptions: Administrative / IT Assistant, Public Safety Telecommunications Technician, and the Information Technology Specialist.

Suggested Motion: *Approve the Administrative Assistant IV Job Description, Administrative wage scales, and the removal of the Administrative / IT Assistant, Public Safety Telecommunications Technician, and the Information Technology Specialist Job Descriptions.*

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

304 JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT I

Created/Revised: XXXXXXXX

Reviewed: XXXXXXXX



Job Title: Administrative Assistant I
Division: Administration
Reports To: Administrative Manager
FLSA Status: Nonexempt
Salary Level: Administrative Assistant I (Range 3)
Classification: Civilian

SUMMARY The Office Assistant is responsible for assisting the public as a receptionist, performing clerical support functions, producing and distributing correspondence and reports, maintaining files and assisting with special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer the telephones, provide general information, and/or route callers to the appropriate staff member.
- Receive the public, answer questions, and/or direct them to appropriate staff member.
- Open and distribute incoming mail.
- Prepare District mailings (first class, bulk, and parcels).
- Handle shipping and receiving duties, including checking in of materials, appropriate approval and distribution of purchase orders.
- Perform typing / word processing assignments including correspondence and data entry; distribute internally or externally as appropriate.
- Maintain various office files as directed.
- Schedule District facilities, activities, meetings, and events.
- Copy and distribute correspondence, inter-department mail, reports, newsletters, training materials, etc.
- Order, distribute, and track office supplies for Administration and Operations Divisions.
- Assist in preparation and distribution of Board packets.
- Handling assigned duties which may include but are not limited to:
 - ~~Track reserve response data and provide bi-weekly payroll reports and quarterly reports~~
 - Collect and compile data from survey cards.
 - Enter / verify data and prepare incident, training and response reports.
 - Take accurate minutes at meetings and transcribe them.
 - Assist the Fleet Maintenance, Warehouse and Training with invoices, reports, inventory and any special projects.
- Handle confidential information appropriately.

- Maintain overall orderliness and organization of front office and workroom areas, including maintenance of supplies and forms.
- Assist with special projects.
- Perform clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Word processing, data entry, spreadsheets and other basic computer programs.
- Basic filing procedures.
- District policies and procedures.
- Demonstrate effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.
- Type at least 35 words per minute.
- Use general office equipment.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Work independently and/or follow instructions.
- One year of clerical or secretarial experience

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. ~~One year of clerical or secretarial experience preferred.~~ Experience in advanced computer software (Office), transcribing meeting minutes, and government office environment recommended.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

304 JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT II

Created/Revised: XXXXXXXX

Reviewed: XXXXXXXX



Job Title: Administrative Assistant II
Division: Administration
Reports To: Assigned Manager/ Supervisor
FLSA Status: Nonexempt
Salary Level: Administrative Assistant II (Range 4)
Classification: Civilian

SUMMARY The Administrative Assistant II is responsible for assisting the public, entering data and maintaining filing records or data in programs such as Firehouse, IQS (Wildland) or Facilities/ Fleet records software. May be asked to oversee divisional budgets, or weekly billing of events. Additional duties may include producing and distributing correspondence and reports and maintaining files. This position is also for coordinating programs, correspondence and statistical reports and assists with special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer telephones, provide general information, and/or route callers to the appropriate staff member.
- Receive the public, answer questions, and/or direct them to appropriate staff member.
- Open and distribute incoming mail.
- Handle shipping and receiving duties, including checking in of materials, appropriate approval and distribution of purchase orders.
- Possibly track and reconcile expenditures from the division's budget.
- Assist to create monthly, quarterly and annual reports as needed in specific divisions.
- Make recommendations concerning processes or programs based on an analysis of the needs of the District to their supervisor(s).
- May maintain records and files of educational activities and programs.
- Provide accounting information to Finance Section [as needed](#).
- Perform typing / word processing assignments including correspondence and data entry; distribute internally or externally as appropriate.
- Maintain various office files as directed.
- Schedule District facilities, activities, meetings, and events.
- Copy and distribute correspondence, inter-department mail, reports, newsletters, training materials, etc..
- Order and track all supplies and forms.
- Enter / verify data and prepare incident, training and response reports.

- Take accurate minutes at meetings and transcribe them.
- Assist with records retention and destruction as instructed.
- Accepts payments for plans review and other fees as required for Public Records, classes or special divisional functions (Prevention).
- Maintain overall orderliness and organization of office and workroom areas, including maintenance of supplies and forms..
- Assist with special projects.
- Perform clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Maintain a "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Word processing, data entry, spreadsheets and other basic computer programs.
- Basic filing procedures.
- Basic Bookkeeping ~~/Accounting~~ skills.
- District policies and procedures.
- Demonstrate effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.
- ~~Work with the media.~~
- Develop new programs from conception to implementation.
- **Type at least 55 words per minute.**
- Use general office equipment.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive and confidential information in an appropriate manner.
- Work independently and/or follow instructions.

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. **Two years of clerical or secretarial experience required, experience with government administration/ office settings preferred.**

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Some accounting skills recommended.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona driver's license and has a driving record insurable by the District's insurer. **Administrative Professional Certificate from accredited college preferred.**

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

304 JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT III

Created/Revised: XXXXXXXX

Reviewed: XXXXXXXX



Job Title: Administrative Assistant III
Division: Administration
Reports To: Administrative Manager (or assigned Supervisor)
FLSA Status: Nonexempt
Salary Level: Administrative Assistant III (Range 5)
Classification: Civilian

SUMMARY The Administrative Assistant III will perform a wide range of administrative and clerical duties, including records retention, board packets, annexation / fire protection contracts, inter-governmental agreements and basic computer duties with a possibility in specializing towards a specific division (s). The Administrative Assistant III may be assigned to specific divisions to assist with divisional processes and oversight provided by the divisional supervisor(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer telephones; provide general information and/or route callers to the appropriate staff member.
- Receive the public, answer questions and/or direct them to appropriate staff member.
- Perform typing / word processing assignments including correspondence and data entry; distribute internally and externally as appropriate.
- **Be familiar with division operating systems and software and provide support to personnel.**
- Provide computer training to administrative members / users as needed.
- Maintain organization of file directories in order to efficiently locate and utilize documents.
- Provide clerical support for annexation processes, including determining parcels and affected voters, mailing letters, preparing related information for Board meetings, handling petitions and mailing notices.
- Assist in preparation and distribution of Board packets.
- Maintain records retention and destruction per approved schedule.
- Maintain and update as instructed, electronic folder/ archive of intergovernmental agreements for the District.
- Take accurate minutes at meetings and transcribe them.
- Maintain various office files as directed.
- Maintain overall orderliness and organization of front office and workroom areas, including maintenance of supplies and forms.
- Assist with special projects.

- Perform clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify and maintain a "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Word processing, data entry, spreadsheets and other basic computer programs.
- Basic filing procedures.
- Software operating and compatibility issues.
- Operation of modern computer systems and office software.
- Train members in use of computer systems.
- District policies and procedures.
- Effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Type 55 words per minute.
- Use general office equipment.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive and confidential information in an appropriate manner.
- Work independently and/or follow instructions.

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. 4 years of clerical or secretarial experience required. Advanced operation of computer software and office equipment required.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.



304 JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT IV

Created/Revised: 11/17/2015

Reviewed: XXXXXXXX

Division: Administration
Reports To: Administrative Manager
FLSA Status: Nonexempt
Salary Level: Administrative Assistant IV (Range 6)
Classification: Civilian

SUMMARY The Administrative Assistant IV will perform a wide range of advanced administrative and clerical duties including records retention, board packets, annexations, fire protection contracts, intergovernmental agreements, and advanced computer duties. Additionally, the Administrative Assistant IV may be required to supervise and provide training to other Administrative Division personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer telephones; provide general information and/or route callers to the appropriate staff member.
- Receive the public, answer questions and/or direct them to appropriate staff member.
- Perform typing / word processing assignments including correspondence and data entry; distribute internally and externally as appropriate.
- Be familiar with division operating systems and software and provide support to personnel as possible.
- Provide computer training to administrative members / users as needed.
- Maintain organization of file directories in order to efficiently locate and utilize documents.
- Provide clerical support for annexation processes, including determining parcels and affected voters, mailing letters, preparing related information for Board meetings, handling petitions and mailing notices.
- Assist in preparation and distribution of Board packets.
- Maintain records retention and destruction per approved schedule.
- Maintain and update as instructed, electronic folder / archive of intergovernmental agreements for the District.
- Take accurate minutes at meetings and transcribe.
- Maintain various office files as directed.
- Maintain overall orderliness and organization of front office and workroom areas, including maintenance of supplies and forms.
- Assist with special projects.
- Assist Finance and Human Resource Divisions with operational processes as needed.

- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store, and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes, and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify and maintain a "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES Limited or as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Word processing, data entry, spreadsheets, Adobe and other advanced computer programs.
- Basic Finance and Budget knowledge for divisional operations.
- Operation of modern computer systems and office software.
- Train members in use of computer systems.
- District policies and procedures and Standard Operating Guidelines
- Effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Type 55 words per minute.
- Use of modern office equipment.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive and confidential information in an appropriate manner.
- Work independently and/or follow instructions.

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. Five years of clerical or secretarial experience (or combination of education and experience may be allowed). Two years supervisory experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and in small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

304 JOB DESCRIPTIONS

ADMINISTRATIVE MANAGER

Created/Revised: XXXXXXXX

Reviewed: XXXXXXXX



Job Title: Administrative Manager
Division: Administration
Reports To: Assistant Chief of Administration / Executive Administrative Director
FLSA Status: Nonexempt
Salary Level: Administrative Manager (Range 7)
Classification: Civilian

SUMMARY The Administrative Manager performs administrative and supervisory work involving planning, organizing, and directing organizational administrative functions and providing leadership to administrative support staff; performs expert level administrative support work, is responsible for higher level administrative functions and to assist with Human Resource and Finance Division functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assume duties of Assistant Chief of Administration / Executive Administrative Director as assigned.
- Supervises Administrative Section support staff including assignment and review of duties, management of member performance and provision of training and development opportunities.
- Ensure that all date and time sensitive legal requirements are met in a timely manner by assigning and prioritizing and distributing work flow of administrative section staff.
- Prepare and administer performance evaluations of assigned administrative members.
- Oversee Fire Corps program.
- Evaluate, develop, and recommend changes in office procedures and equipment in order to improve productivity or workflow, simplify reporting procedures, or implement cost reductions.
- Assist the Assistant Chief of Administration / Executive Administrative Director with special projects.
- Provide administrative support to Senior Staff Chief Officers including preparation of correspondence, documents, reports, research, etc.
- Oversee the maintenance of the District manuals (Policy, SOG, Accreditation, Training, Division Operation, etc) including making recommendations for revisions / updates as needed.
- Assist in development and coordination of member recognition programs.
- Assist the Assistant Chief of Administration / Executive Administrative Director with human resource duties as needed.

- Oversee the retention of public records, ensuring that all information is stored safely in accordance with record retention requirements.
- Oversee preparation of technical reports, board packets and required correspondence from rough drafts.
- Oversee Records Management.
- Assist in updating and maintaining accreditation files.
- Take accurate minutes at meetings and transcribe them.
- Provide back up support to other administrative staff members as needed.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES Supervises and directs work flow of all administrative support section members; and/or Administrative Assistant IV personnel.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- Basic supervisory principles.
- Operation of modern office systems and equipment.
- Operation of modern computer systems and office and accounting software.
- Word processing, spreadsheets and other advanced computer programs.
- Proper grammar, spelling, mathematics and editing.
- Fire district / fire department policies and procedures.
- Efficiently and effectively manage administrative systems and assist with Human Resource and Finance systems as needed.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Direct others in carrying out job responsibilities.
- Work independently and/or follow instructions.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. Associate's Degree from an Accredited College required, but Bachelors Degree is highly recommended. Five years of administrative experience required. Four years of supervisory experience required.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and

the member and is subject to change by the employer as the needs of the employer and the job requirements change

CYFD Succession Plan

Position	Required	Recommended
Administrative Assistant I	High School Diploma/ GED	Experience in Government Office/ Administration
	Current AZ State Drivers License	
	Pass Background/fingerprint	Cross train with other Administrative Assistant I & II
	No Felony within 10 years or misdemeanor within 3 years	
	No convictions involving moral turpitude	Word processing, spreadsheets (Excel), Outlook and other advanced computer programs
	Insurable by CYFD insurance for operation of district vehicles	
	Must be a minimum of 18 years	Experience in transcription or meeting minutes
	One year of Administrative/ Clerical experience	
	Experience with Microsoft Software	Experience in records retention
	Operation of modern office systems and equipment	
	Type 35 words p/ min.	Probation: evaluation quarterly with log of performance. Meets Department standards on evaluation will be required for successful
	End of Probation Interview with Supervisor and Assist. Chief: No written exam. Official declaration of End of Probation.	
	Administrative Assistant II	High School Diploma/ GED
Current AZ State Drivers License		
Pass Background/fingerprint		
No Felony within 10 years or misdemeanor within 3 years		Advanced Software Training in Office, Adobe, Etc.
No convictions involving moral turpitude		
Insurable by CYFD insurance for operation of district vehicles		Cross train with other Administrative Assistant II & III
Must be a minimum of 18 years		
Two years of Administrative/Office Experience		Recommended Training in Records Retention (per State of Arizona)
Microsoft Office - Word processing, spreadsheets and other advanced computer program experience		
Operaton of modern computer systems and office software		
Type 55 words p/ min.		
Probation: evaluation quarterly with log of performance. Meets Department standards		
End of Probation Interview with Supervisor and Assist. Chief: No written exam. Official declaration of End of Probation.		

Administrative Assistant III	High School Diploma/ GED	Administrative Certificate from Accredited College
	Current AZ State Drivers License	
	Pass Background/fingerprint	Working toward AA or BA in Business/ Govt. Administration from Accredited College
	No Felony within 10 years or misdemeanor within 3 years	2 years Experience with District prefer
	No convictions involving moral turpitude	College English 101, 102
	Insurable by CYFD insurance for operation of district vehicles	Cross Train with other Administrative Assitant II and III
	Must be a minimum of 18 years	Advanced computer training in Microsoft Office and other organizational software
	Four years of Administrative/ Office experience	
	Advanced operation of computer systems/ software	
	Type 55 words p/ min.	Probation: evaluation quarterly with log of performance. Meets Department standards on evaluation will be required for successful completion of probation period.
	End of Probation Interview with Supervisor and Assist. Chief: No written exam. Official declaration of End of Probation.	
Administrative Assistant IV	High School Diploma/ GED	College English 101, 102 and Composition
	Current AZ State Drivers License	Leadership I, II and III or equivalent College
	Pass Background/fingerprint	Advanced Leadership Class - Including HR/ Labor/ Management and Personnel Management
	No Felony within 10 years or	
	No convictions involving moral turpitude	
	Insurable by CYFD insurance for operation of district vehicles	Involved in Program Management including Development of Budget/ Finance, SOG, Policies and administration of programs
	Must be a minimum of 18 years	
	Five years of Administrative experience or equivalent comb. of edu. and exp.	Working toward Bachelor's Degree program from an accredited college
	Two years of supervisory experience	Two year degree in Administration studies preferred
	Successfully held position of Administrative Assistant III for one year off of probation (if applicable)	Cross Train with Administrative Assistant III and IV
	Advanced operation of computer systems/ software	Probation: evaluation quarterly with log of performance. Meets Department standards on evaluation will be required for successful completion of probation period.
	Oversee Administrative Assistant I, II, and III	
	End of Probation Interview with Supervisor and Assist. Chief: No written exam. Official declaration of End of Probation.	

Administrative Manager	High School Diploma/ GED	Business Management - Budget/Finance
	Current AZ State Drivers License	Community Involvement (Organization/ Government)
	Pass CYFD Psych Evaluation	NFA (National Fire Academy)Classes
	No Felony within 10 years or	Labor Law/ HR Management Classes
	No convictions involving moral turpitude	Working toward a Bachelor's Degree program from an accredited college
	Insurable by CYFD insurance for operation of district vehicles	Expereince in governmental accounting and budgeting practices for divisional budgets and supervision
	Must be a minimum of 18 years	
	Associates degree from accredited college required, BA preferred.	
	Successfully held rank of Administrative Assistant IV for three years off of probation with CYFD (or Adm. Assist. III) if applicable	
	Four years of Supervisory Experience	Probation: evaluation quarterly with log of performance. Meets Department standards on evaluation will be required for successful completion of probation period.
	Five years of Administrative experience or equivalent comb. of edu. and exp.	
	End of Probation Interview with Supervisor, Assistant Chief and Fire Chief: No written exam. Official declaration of End of Probation.	

The "Required" fields are mandatory prerequisites for the position desired. The "Recommended" fields are suggested areas of learning to be successful in promoting to the position desired; or furthering the knowledge, skills, and abilities once promoted in the position. The Succession Plan is a pathway for desired occupational development. The recommendations are intended for building on previous education and experience (prior positions) to achieve future promotions.

ADMINISTRATION ANNUAL CYFD WAGE NON-SUPPRESSION SCALE FOR FY 2016

Approved by CYFD Fire Board

Longevity - 1 %

COLA - 0 %

wage scale 2016.xls

06/18/15

COLA 1.000

Sal Rge	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 13X1	STEP 13X2	STEP 13X3	STEP 13X4	STEP 13X5	STEP 13X6	STEP 13X7	STEP 13X8	STEP 13X9	STEP 13X10	STEP 13X11	STEP 13X12	
1	8.05/hr																									
2	10.00	10.25	10.51	10.77	11.04	11.31	11.60	11.89	12.18	12.49	12.80	13.12	13.45	13.58	13.72	13.86	13.99	14.13	14.28	14.42	14.56	14.71	14.86	15.00	15.15	hourly
15	28,434 13.67	29,145 14.01	29,873 14.36	30,620 14.72	31,386 15.09	32,170 15.47	32,975 15.85	33,799 16.25	34,644 16.66	35,510 17.07	36,398 17.50	37,308 17.94	38,241 18.38	38,623 18.57	39,009 18.75	39,399 18.94	39,793 19.13	40,191 19.32	40,593 19.52	40,999 19.71	41,409 19.91	41,823 20.11	42,241 20.31	42,664 20.51	43,090 20.72	annual hourly
3	28,583 13.74	29,298 14.09	30,030 14.44	30,781 14.80	31,550 15.17	32,339 15.55	33,148 15.94	33,976 16.33	34,826 16.74	35,696 17.16	36,589 17.59	37,503 18.03	38,441 18.48	38,825 18.67	39,214 18.85	39,606 19.04	40,002 19.23	40,402 19.42	40,806 19.62	41,214 19.81	41,626 20.01	42,042 20.21	42,463 20.41	42,887 20.62	43,316 20.83	annual hourly
4	33,760 16.23	34,604 16.64	35,469 17.05	36,356 17.48	37,265 17.92	38,196 18.36	39,151 18.82	40,130 19.29	41,133 19.78	42,162 20.27	43,216 20.78	44,296 21.30	45,403 21.83	45,857 22.05	46,316 22.27	46,779 22.49	47,247 22.71	47,719 22.94	48,197 23.17	48,679 23.40	49,165 23.64	49,657 23.87	50,154 24.11	50,655 24.35	51,162 24.60	annual hourly
5	38,028 18.28	38,979 18.74	39,953 19.21	40,952 19.69	41,976 20.18	43,025 20.69	44,101 21.20	45,203 21.73	46,333 22.28	47,492 22.83	48,679 23.40	49,896 23.99	51,143 24.59	51,655 24.83	52,171 25.08	52,693 25.33	53,220 25.59	53,752 25.84	54,290 26.10	54,833 26.36	55,381 26.63	55,935 26.89	56,494 27.16	57,059 27.43	57,630 27.71	annual hourly
6	43,521 20.92	44,609 21.45	45,724 21.98	46,867 22.53	48,039 23.10	49,240 23.67	50,471 24.26	51,733 24.87	53,026 25.49	54,352 26.13	55,711 26.78	57,103 27.45	58,531 28.14	59,116 28.42	59,707 28.71	60,304 28.99	60,907 29.28	61,517 29.58	62,132 29.87	62,753 30.17	63,381 30.47	64,014 30.78	64,655 31.08	65,301 31.39	65,954 31.71	annual hourly
7	60,000 28.85	61,500 29.57	63,038 30.31	64,613 31.06	66,229 31.84	67,884 32.64	69,582 33.45	71,321 34.29	73,104 35.15	74,932 36.02	76,805 36.93	78,725 37.85	80,693 38.79	81,500 39.18	82,315 39.57	83,138 39.97	83,970 40.37	84,810 40.77	85,658 41.18	86,514 41.59	87,379 42.01	88,253 42.43	89,136 42.85	90,027 43.28	90,927 43.72	annual hourly
32	43,521 20.92	44,609 21.45	45,724 21.98	46,867 22.53	48,039 23.10	49,240 23.67	50,471 24.26	51,733 24.87	53,026 25.49	54,352 26.13	55,711 26.78	57,103 27.45	58,531 28.14	59,116 28.42	59,707 28.71	60,304 28.99	60,907 29.28	61,517 29.58	62,132 29.87	62,753 30.17	63,381 30.47	64,014 30.78	64,655 31.08	65,301 31.39	65,954 31.71	annual hourly
37	47,529 22.85	48,717 23.42	49,935 24.01	51,184 24.61	52,463 25.22	53,775 25.85	55,119 26.50	56,497 27.16	57,909 27.84	59,357 28.54	60,841 29.25	62,362 29.98	63,921 30.73	64,560 31.04	65,206 31.35	65,858 31.66	66,517 31.98	67,182 32.30	67,854 32.62	68,532 32.95	69,218 33.28	69,910 33.61	70,609 33.95	71,315 34.29	72,028 34.63	annual hourly

RANGE 1: Recruit
RANGE 2: Apprentice
RANGE 15: CYRTA Project and Maintenance Assistant
RANGE 3: Administrative Assistant I (Range 20)
RANGE 4: Administrative Assistant II (Range 25)
RANGE 5: Administrative Assistant III (Range 27)
RANGE 6: Administrative Assistant IV (Range 32)
RANGE 7: Administrative Manager (new scale)
RANGE 37: Special Assignment

Overtime Rate is calculated at 1 and 1/2 times hourly rate.
Overtime is paid on all hours worked over 40 per work period.
Paid Time Off is included in overtime calculations

Updated 9/3/10 to Update minimum wage
and add Range 2: Apprentice.
Updated 8/8/11 to add Range 15
Update 03/10/15 to add Range 35 and Include HR/ Finance Managers in Range 37

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSS AND POSSIBLY APPROVE BOARD MEETING DAY,
TIME, AND LOCATION CHANGE

The Board will consider adjusting the day, time, and location of the monthly Board meeting in order to have the Central Yavapai Board meeting and the Central Arizona Fire and Medical Authority Board meeting on the same day. Resources may be saved if these meetings can be coordinated.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSS AND APPROVE CONFLICT OF INTEREST WAIVER
AND INTERGOVERNMENTAL AGREEMENT WITH CHINO
VALLEY FIRE DISTRICT FOR SHARED OPERATIONS
PERSONNEL

The Board will discuss and consider Attorney Cornelius' conflict of interest waiver related to the Shared Operations Personnel Intergovernmental Agreement (IGA) with Chino Valley Fire District in addition to considering the IGA itself.

Suggested Motion: *Approve the conflict of interest waiver with Attorney Cornelius regarding the Operations Personnel Agreement and approve the Shared Operations Personnel Intergovernmental Agreement with Chino Valley Fire District.*

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.



November 10, 2015

Central Yavapai Fire District
8555 East Yavapai Road
Prescott Valley, AZ 86314
Attn: Board of Directors

***RE: Advice of Potential Conflicts of Interest re:
Operations Personnel Intergovernmental Agreement***

Dear Chairman Rutherford & Members of the Fire Board of the Central Yavapai Fire District:

Pursuant to the Arizona State Bar Rules of Professional Conduct, there are limitations as to when a lawyer may provide legal representation to a client if that representation may create a conflict with the lawyer's representation of another client. In certain limited circumstances, if all of the parties affected by the potential conflict of interest agree to sign a written waiver of such conflict, then the attorney may proceed with representation. The critical requirement of such a waiver is that the parties involved have been informed of the consequences of such a waiver. The specific consequences, of course, will be dependent upon the factual circumstance involving each potential conflict.

As counsel for the CYFD, I am hereby advising the Fire Board of Directors that there are certain potential conflicts of interest that may arise due to my representation of the CYFD and the CVFD in connection with the above-captioned Intergovernmental Agreement ("IGA").

Among the issues that the Board should be aware of is a possible conflict in the event that a dispute arises between the parties under the form of IGA. Further, the Agreement makes provision for payment of fees and costs of employees; due to the joint representation there may be a conflict in terms of negotiation of same. Additionally, there may be a waiver of attorney/client

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TELEPHONE 602-340-9900 • FAX 602-340-9072

nick@klegalaz.com

privilege with regard to matters that are common between the parties. This means that pursuant to the ethical rules, inasmuch as the representation may amount to a common representation, the attorney/client privilege may not apply as to matters between the parties. The privilege would still apply with regard to any outside third party. It is my expectation that no actual conflict will arise between the parties. However, the potential for such conflicts exists.

It is my legal opinion that the conflicts in this particular instance are amenable to a written waiver by the Fire Board of Directors. Therefore, please consider this to be my written request for the Fire Board of Directors to sign this waiver of potential conflicts of interest in connection with the Operations Personnel IGA. This matter will be placed on the executive session for confidential discussion if required.

I look forward to answering any questions that you may have regarding the above. It is my continuing honor to represent the Central Yavapai Fire District.

Very truly yours,

KENDHAMMER & PARTNERS LLP

/s/Nicolas J. Cornelius

Nicolas J Cornelius
For the Firm

NJC/bs

WAIVER OF POTENTIAL CONFLICTS OF INTEREST APPROVED AS TO
FORM AND CONTENT:

Central Yavapai Fire District

By: _____

Its:_____

**INTERGOVERNMENTAL AGREEMENT
FOR SHARED OPERATIONS PERSONNEL
BETWEEN CENTRAL YAVAPAI FIRE DISTRICT
AND CHINO VALLEY FIRE DISTRICT**

Preamble

This Intergovernmental Agreement for Shared Personnel (“Agreement”) is made and entered into this ____ day of _____, 2015, by and between the CENTRAL YAVAPAI FIRE DISTRICT, a political subdivision of the state of Arizona (“CYFD”) and the CHINO VALLEY FIRE DISTRICT, a political subdivision of the State of Arizona (“CHINO VALLEY FIRE”). CHINO VALLEY FIRE and CYFD may also be referred to herein as a “Party” and jointly referred to herein as the “Parties,” as the context requires.

Recitals

WHEREAS, CHINO VALLEY FIRE and CYFD are both empowered pursuant to A.R.S. §11-952, etc., and A.R.S. §48-805, etc., to enter into this Agreement for purposes of carrying out their mutual responsibilities; and

WHEREAS, CHINO VALLEY FIRE and CYFD wish to cooperate with each other in order to more effectively and economically share personnel between their respective districts;

NOW THEREFORE, in consideration of mutual promises and covenants contained herein, the Parties agree as follows:

Covenants

SECTION 1 - PURPOSE

The purpose of this Agreement is to provide the terms and conditions under which the CHINO VALLEY FIRE DISTRICT and the CENTRAL YAVAPAI FIRE DISTRICT share personnel for Operational assignments from time to time. This agreement will allow operations personnel from the Central Yavapai Fire District to work for the Chino Valley Fire District and the Chino Valley Fire District operations personnel work for the Central Yavapai Fire District as Operations personnel. This would include sharing personnel for shift coverage, over time, emergency call outs, and back filling of stations.

SECTION 2 - CONSIDERATION

The Parties’ mutual undertakings, as set forth in this Agreement shall be the consideration for entering into this Agreement.

SECTION 3 - GENERAL PROVISIONS

Agency Responsibilities and Obligations:

- (a) Each agency shall provide the other with a current list of its personnel, including each person's contact information.
- (b) Each agency will pay their employees for hours worked at their pay rate and bill the other agency for services including employee related expenses.
- (c) Either District may use personnel from the other to fill Operational positions.
- (d) Supervision for personnel in an Operational position will be provided by the Utilizing Agency.
- (e) Personnel used in an Operations' position shall be paid by the District that they are employed by (Home Unit) at the rate established by their Home Unit.
- (f) If the position is not at the employees Home Unit, the Home Unit will present a timely billing statement to the Utilizing Agency for all services, plus associated costs.
- (g) The billed District will pay all invoices for Operational services provided pursuant to this agreement within 30 days of receiving a bill.

GENERAL Understanding:

- 1. Personnel used in an Operational position by either District shall be considered the employee of their Home Unit for purposes of benefits.
- 2. Nothing contained in this Agreement shall create any partnership, joint venture, or joint employment relationship between the Parties. Except as specifically provided hereunder, each Party shall at all times be an independent operator and shall not at any time purport to act as an agent of any other party or any of its officers or agents.
- 3. Use of personnel in Operational positions is subject to the availability of personnel.

SECTION 4 - TERM

The term of this Agreement shall be effective from November 17, 2015 through June 30, 2016.

SECTION 5 - TERMINATION

This Agreement will terminate automatically should the governing body of either Party fail to allocate funds for its continued implementation. Should termination occur due to said non-allocation, the non-allocating Party shall give ninety (90) days written notice to the other Party prior to termination.

In addition, either Party may terminate their participation in this Agreement, for any reason, effective ninety (90) days from the giving of written notice to the other Party at the following addresses:

**Central Yavapai Fire District
Attn: Fire Chief
8555 E. Yavapai Road
Prescott Valley, Arizona 86314**

**Chino Valley Fire District
Attn: Fire Chief
8555 E. Yavapai Road
Prescott Valley, Arizona 86314**

Either Party may cancel this Agreement pursuant to the requirements of A.R.S. §38-511.

SECTION 6 - LIABILITY INSURANCE

Each Party shall maintain, during the life of this Agreement, a policy of liability insurance providing for liability insurance coverage in an amount of not less than \$1,000,000 per occurrence with aggregate liability coverage of \$3,000,000.

Each Party shall make available its insurance information, including, but not limited to verification of coverage, to the other upon the request.

SECTION 7- INDEMNIFICATION

The Parties to this Agreement shall indemnify and hold harmless each other and their respective departments, boards, employees, and agents from any and all claims, liabilities, expenses, or third-party actions resulting from the indemnifying party's negligence incurred in connection with the performance of its responsibilities under this Agreement. Nothing herein shall be construed as a waiver by any party of the right to bring an action for contribution against the other or as against any third person or entity.

SECTION 8 - LEGAL ARIZONA WORKERS ACT COMPLIANCE

Both Parties are government entities that are required to comply with A.R.S. §41-4401. Both Parties hereby warrant that they will, at all times during the term of this Agreement, comply

with all federal immigration laws applicable to the employment of their respective employees, and with the E-Verify requirements of A.R.S. §23-214(A) (together the “State and Federal Immigration Laws”). Both Parties shall further ensure that each subcontractor who performs any work under this contract likewise complies with the State and Federal Immigration Laws.

Each Party agrees and warrants that the other Party shall have the right at any time to inspect its books and records and the books and records of any subcontractor in order to verify compliance with the State and Federal Immigration Laws. Each Party agrees that any act by it or its subcontractors that results in the impediment or denial of access to its books and records or that of its subcontractors shall be a material breach of the Agreement by that Party.

Nothing herein shall make either Party or its subcontractors an agent or employee of the other. Nothing herein shall act to establish privities of contract between one Party and the subcontractors of the other Party.

Any breach by either Party or any of its subcontractor’s warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement subjecting that party to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, the Party who breached this provision shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, subject to the non-breaching Party’s approval as soon as possible so as not to delay project completion and at no additional expense to the non-breaching party. Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of the Party who breached this provision.

Each Party shall advise its subcontractor of the other Party’s rights and the subcontractor’s obligations under this Article by including a provision in its contract with each subcontractor in the following form:

“SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR’S employees, and with the requirements of A.R.S. §23-214(A). SUBCONTRACTOR further agrees that CYFD or CHINO VALLEY FIRE, as the case may be, may inspect the SUBCONTRACTOR’S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract.”

SECTION 9 - WORKERS' COMPENSATION COVERAGE

All Operations personnel shall remain to be deemed to be employees of their Home Unit as his or her primary employer, as provided in A.R.S. §23-1022(D), and the Home Unit shall be solely liable for payment of workers' compensation benefits for the purposes of this section.

Each Party herein shall comply with provisions of A.R.S. §23-1022(E) by posting the public notice required.

SECTION 10 - NON-DISCRIMINATION

The Parties, with regard to this Agreement, will not discriminate on the grounds of race, color, national origin, religion, sex, disability, or familial status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Parties will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, the Genetic Discrimination Act of 2008, and Executive Orders 75-5 and 2009-09.

SECTION 11 - NO THIRD-PARTY BENEFICIARIES

This Agreement is intended solely for the benefit of CYFD and CHINO VALLEY FIRE, and shall not be construed as a third-party beneficiary contract for the benefit of any third party.

SECTION 12 - SEVERABILITY

If any provision of this Agreement shall be held to be unconstitutional, invalid, or unenforceable, it shall be deemed severable; however, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

SECTION 13 - BINDING EFFECT

This Agreement shall be binding upon the Parties and any successor-in-interest.

SECTION 14 - DISPUTE RESOLUTION

The Parties hereto expressly covenant and agree that in the event of a dispute arising under this Agreement, the matter shall be put to arbitration under the terms and provisions of the Arizona Arbitration Act. In any event, the parties hereto waive any rights to a trial by jury. The parties hereto further expressly covenant and agree that each party shall be responsible for their own attorneys' fees incurred in conjunction with any dispute, arbitration, or judicial action.

SECTION 15 - WAIVER OF BREACH

The waiver by either Party of any breach by the other of any term, covenant, or condition of any this Agreement shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition of the Agreement. No term, covenant, or condition hereof can be waived except by the written consent of both Parties and forbearance or indulgence by either Party in any regard whatsoever, shall not constitute a waiver of the term, covenant, or condition to be performed by the other Party.

SECTION 16 - GOVERNING LAW

This Agreement shall be interpreted in accordance with the substantive and procedural laws of the State of Arizona and shall be deemed made and entered into in Yavapai County.

SECTION 17 - AMENDMENT AND CONSTRUCTION

This Agreement sets forth the entire understanding of the Parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by the authorized representatives of each of the Parties hereto. This Agreement is intended to reflect the mutual intent of the Parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any Party.

IN WITNESS WHEREOF, the Parties enter into this Agreement on the date(s) set forth below.

APPROVALS

CENTRAL YAVAPAI FIRE DISTRICT

By: _____
Stephen M. Rutherford, Chair/Fire Board

Date: _____

CHINO VALLEY FIRE DISTRICT

By: _____
Cynthia K. Ducote, Chairperson/Fire Board

Date: _____

By: _____
Robert Page, Clerk/Fire Board

Date: _____

By: _____
David Dobbs, Clerk/Fire Board

Date: _____

By: _____
Scott Freitag, Fire Chief

Date: _____

By: _____
Scott Freitag, Fire Chief

Date: _____

The foregoing Agreement has been reviewed by undersigned counsels, who have determined that the Agreement is in proper form and within the powers and authority granted under the laws of this state.

Central Yavapai Fire District Attorney:

Chino Valley Fire District Attorney:

By: _____
Nicolas Cornelius

Date: _____

By: _____
Nicolas Cornelius

Date: _____

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSS AND APPROVE CAPITAL REPLACEMENT
SCHEDULE

The Board will discuss the Capital Replacement Schedule and consider for approval in preparation of the Fire Authority.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

CENTRAL YAVAPAI FIRE DISTRICT
MAJOR CAPITAL ACQUISITION / REPLACEMENT SCHEDULE
UPDATED NOVEMBER 2015

<i>Fiscal Year:</i>		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	Totals
APPARATUS-Engines	TYPE												
1982 VanPelt 1000 GPM (523)	E-56 Reserve												
1993 Central States 1500 GPM (661)	White Whale		SURPLUS SURPLUS										
1994 Central States 1500 GPM (509)	E-TC Training			SURPLUS SURPLUS									
1999 Central States Type 3 (512)	E-553 Reserve	SURPLUS SURPLUS											
1999 Central States 1500 GPM (527)	E-552 Reserve			TRAINING CYRTA	SURPLUS SURPLUS								
2002 HME 1500 GPM (504)	E-551 Reserve				TRAINING CYRTA	SURPLUS SURPLUS							
2003 HME 1500 GPM (538)	E- 57 Front Line	RESERVE				TRAINING CYRTA	SURPLUS SURPLUS						
2003 HME 1500 GPM (671)	E-611 Reserve					SURPLUS SURPLUS							
2004 HME 4x4 1500 GPM (676)	E-63 Front Line		\$562,247	SURPLUS SURPLUS									
2006 Rosenbauer w/ CAFS 1500 GPM (547)	E-51 Front Line		\$562,247	RESERVE			TRAINING CYRTA						
2006 Rosenbauer w/ CAFS 1500 GPM (546)	E-54 Front Line			\$579,115	RESERVE				SURPLUS SURPLUS				
2007 Rosenbauer w/ CAFS 1500 GPM (551)	E-58 Front Line				\$596,488	RESERVE							
2008 Rosenbauer 1500 GPM (677)	E-62 Front Line				\$596,488	RESERVE					SURPLUS SURPLUS		
2009 Rosenbauer 1500 GPM (556)	E-53 Front Line					\$614,383	RESERVE				SURPLUS SURPLUS		
2010 Rosenbauer 1500 GPM (678)	E-61 Front Line							\$645,102	RESERVE				
2013 Rosenbauer 1500 GPM (573)	E - 50 Front Line									\$691,492	RESERVE		
2013 Rosenbauer 1500 GPM (574)	E - 59 Front Line									\$691,492	RESERVE		
2015 Rosenbauer 1500 GPM (580)	NEW Front Line	\$534,135										\$712,237	
2000 Central States 105' Platform (510)	T-50 Front Line	\$750,000	\$500,000	SURPLUS SURPLUS								\$712,237	

Fiscal Year:		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	Totals
2004 HME Type 3 4x4, 500 G (675)	E-612 Front Line		\$413,271	SURPLUS SURPLUS									
2013 Rosenbauer - Wildland Type 3 4x4, 750 G (570)	E-55 Front Line								\$470,640	RESERVE			
New Type 1 - St. 55 1500 GPM	Projected Front Line									TBD			
New Type 1 - Stoneridge 1500 GPM ()	Projected Front Line									TBD			
APPARATUS-Water Tend	TYPE												
1980 AutoCar 3600 Gal. (506)	WT-57 Front Line					REPLACE \$427,367							
1980 AutoCar 3600 Gal. (507)	WT-54 Front Line						REPLACE \$448,735						
1994 Ford L9000 4000 Gal. (403)	WT-63 Front Line			REPLACE \$414,919									
1999 Central States 3500 Gal. (500)	WT-53 Front Line							REPLACE \$471,172					
2002 Central States 3600 Gal. (502)	WT-51 Front Line								REPLACE \$494,730				
2008 Rosenbauer 3400 Gal. (404)	WT-62 Front Line										REPLACE \$535,051		
2008 Rosenbauer 3400 Gal. (405)	WT-61 Front Line										REPLACE \$535,051		
2011 Rosenbauer 3500 Gal. (564)	WT-59 Front Line												
2013 Rosenbauer 1800 Gal. (568)	WT-52 Front Line												
2013 Rosenbauer 1800 Gal. (569)	WT-56 Front Line												
New Water Tender 3500 Gal. ()	Projected STA 55									TBD			
APPARATUS-Other	TYPE												
1980 GMC 1 Ton 4x4 (511)	CYRTA Fuel												
1996 Dodge 1 Ton 4x4 (508)	Warehouse Delivery`					REPLACE \$57,433							
2000 Ford F-350 4x4 (202)	P-63 Front Line						REPLACE \$144,814						
2000 Ford 550 4x4 (535)	P-52 Front Line					REPLACE \$137,918							
2000 Ford 550 4x4 (536)	P-57 Front Line							REPLACE \$152,054					

Fiscal Year:			15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	Totals
2007 Ford 550 4x4 (548)	P-59 Front Line										REPLACE \$167,641			
2007 Ford F-550 4x4 (203)	P-62 Front Line										REPLACE \$167,641			
2008 Dodge 5500 4x4 (204)	P-61 Front Line											REPLACE \$172,670		
2012 Dodge RAM 5500 4x4 (567)	P-54 Front Line													
2014 Ford 550 4x4 (575)	P-53 Front Line													
1985 Ford 1 Ton 4x4 (526)	Support 50 Front Line			SURPLUS										
1991 Ford Utility Vehicle (543)	TRT-58 Front Line				REPLACE \$417,918									
HAZ MAT Response Joint PFD Funding	HAZ MAT													
1999 Freightliner Utility Vehicle (663)	U-61 Front Line				SURPLUS SURPLUS									
2012 International Utility Vehicle (566)	U-53 Front Line								REPLACE \$453,394					
2010 Diesel Forklift Gradall - Extended	CYRTA								REPLACE \$50,000					
2004 Electric Forklift Crown - Standing	CYRTA			REPLACE \$25,000										
2010 Electric Forklift Nauman Hobbs	Warehouse					REPLACE \$27,562								
Sissor Lift and Trailer Facilities Maintenance	Facilities										REPLACE \$30,000			
2012 John Deer Gator - ATV	CYRTA								REPLACE \$16,081					
2009 Polaris ATV Ranger w/ Mattracks	Tech Serv					REPLACE \$13,892								
STAFF VEHICLES														
1998 Chevy Tahoe 4 x 4 (515)	Prevention Front Line		SURPLUS \$41,154											
2000 Ford F-150 4 x 4 (528)								SURPLUS \$47,710						
2003 Dodge 4 x 4 (544)	Maint. Supv. Front Line				\$43,661									
2003 Ford F-250 4 x 4 (537)	Batt Chief Reserve										SURPLUS SURPLUS			
2004 Ford F-250 4x4 (103)	ST 61 Ops				\$43,661									

<i>Fiscal Year:</i>		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	Totals
2004 Ford F-150 4x4 (541)	Prev. 52 Front Line				\$44,970								
2004 Ford F-250 4x4 (104)	Trng Capt Front Line					\$46,320							
2004 F-250 Truck 4 x 4 (539)	Wildland 2nd out				SURPLUS \$44,971								
2004 Chevy Tahoe 4 x 4 (540)	OPS Chief Front Line					\$46,320							
2004 Ford F-350 Truck (542)	Mech. 53 Front Line						\$47,710						
2005 Ford F-150 4 x 4 (545)	Trng Chief Front Line						\$47,710						
2006 Ford F-150 4 x 4 (549)	Prev. 53 Front Line				\$44,971								
2006 Jeep Cherokee 4 x 4 (557)	Adm Office Front Line								\$50,615				
2007 Chevy Tahoe 4 x 4 (552)	Prev. 5 Front Line				\$44,971								
2007 Chevy Tahoe 4 x 4 (550)	Supp. Chief Front Line					\$46,320							
2007 Dodge 2500 4 x 4 Truck (555)	Mech. 52 Front Line								\$50,615				
2008 GMC Yukon 4 x 4 (553)	Fire Chief Front Line						\$47,710						
2008 Toy Highlander (105)	ST 61 Admin							\$49,141					
2009 Dodge Ram 2500 4 x 4 (558)	Wildland 1st Out									\$52,133			
2010 Chevy Tahoe 4 x 4 (559)	Ops Reserve							\$49,141					
2010 Chevy Tahoe 2 WD (560)	Admin Chief Front Line								\$50,615				
2010 Chevy 2500 4 x 4 (561)	Mech. 51 Front Line						\$47,710						
2010 Dodge Ram 4 x 4 (562)	Radio Tech Front Line				\$44,971								
2012 Dodge 4 x 4 (565)	Facility Manager							\$49,141					
2013 Chevy 2500 4 x 4 (571)	Batt 3 Front Line									RESERVE \$80,635			
2013 Chevy Tahoe 4x4 (106)	Batt 6 Front Line									RESERVE \$80,635			

Fiscal Year:		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	Totals
2013 Chevy Tahoe 4x4 (572)	EMS Cptn. Front Line										\$53,697		
2015 Dodge Ram 2500 4x4 (579)	Radio Tech Front Line											\$55,308	

STATIONS / FACILITIES													
Station 53 Remodel	St. 53												\$65,000
New Station (Santa Fe)	St. 55				\$364,286	\$364,286	\$364,286	\$364,286	\$364,286	\$364,286			\$1,821,430
New Station (Stoneridge)	St.	\$180,000							FINANCE	TBD			\$180,000
Training Campus	T.C.												\$0
CYRTA / Adm Building	TC/Adm			\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000				\$2,100,000
EMS/FIREFIGHTING/MISC. EQUIPMENT													
Heart Monitors		\$70,000	\$38,110	\$39,253	\$40,430	\$41,644	\$42,893	\$44,180	\$45,505	\$46,870	\$48,276	\$49,724	\$448,876
Extrication Tools			\$24,152		\$25,628		\$27,188		\$28,845				\$175,216
SCBA Compressor - Stn. 53						\$90,000				\$90,000			\$90,000
SCBA Replacement Plan				\$200,000	\$200,000								\$450,000
Communications Project													\$50,000
Communications/IT					\$150,000					\$150,000			\$519,000
Station Generators													\$0

Operating Budget Expenditures	\$122,308	\$262,000	\$350,000	\$400,000	\$450,000	\$500,000	\$550,000	\$650,000	\$750,000	\$750,000	\$750,000	\$750,000	\$4,859,202.00
Capital Res. Acct. Expenditures	\$1,452,981	\$1,863,027	\$1,388,527	\$1,475,342	\$1,057,705	\$402,180	\$1,429,406	\$541,565	\$1,498,539	\$594,745	\$594,745	\$779,506	\$13,505,522
Bond Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURE TOTAL	\$1,575,289	\$2,125,027	\$1,738,527	\$1,875,342	\$1,507,705	\$902,180	\$1,979,406	\$1,191,565	\$2,248,539	\$1,344,745	\$1,529,506	\$18,364,724	
Capital Reserve Balance	\$11,083,689	\$10,155,708	\$8,817,681	\$7,954,154	\$7,003,812	\$6,471,107	\$6,593,927	\$5,689,521	\$5,672,956	\$4,699,417	\$4,629,672		
Projected Contribution/Distrib.*	(\$927,981)	(\$1,338,027)	(\$863,527)	(\$950,342)	(\$532,705)	\$122,820	(\$904,406)	(\$16,565)	(\$973,539)	(\$69,745)	(\$254,506)		
CAPITAL RESERVE TOTAL	\$10,155,708	\$8,817,681	\$7,954,154	\$7,003,812	\$6,471,107	\$6,593,927	\$5,689,521	\$5,672,956	\$4,699,417	\$4,629,672	\$4,375,166		

Replacement Guidelines:

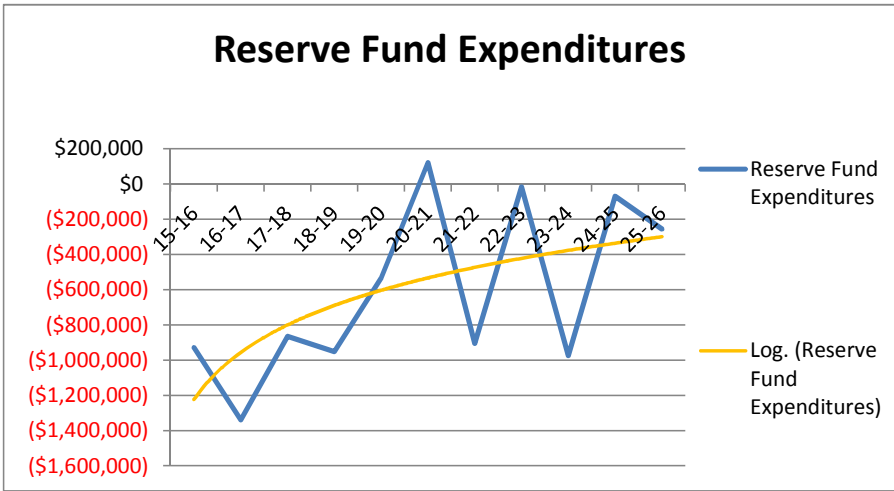
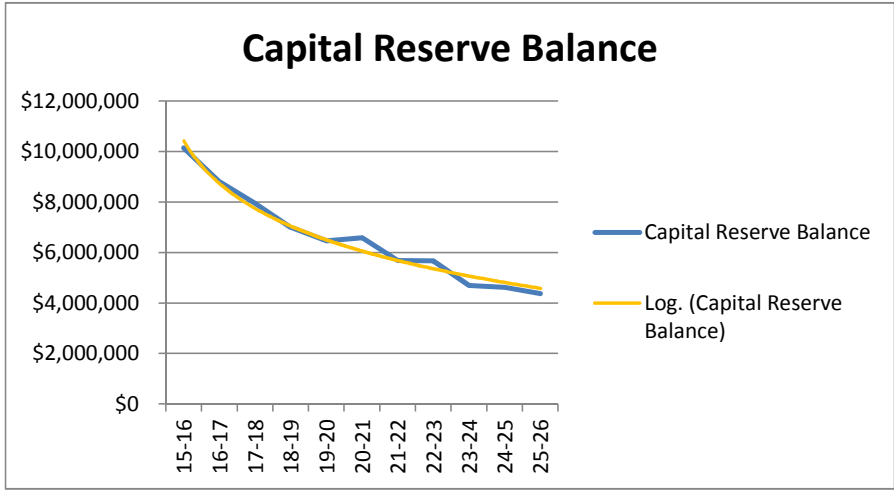
The fleet is evaluated on an annual basis to determine which vehicles, due to their current usage and condition and projected future use, need to be replaced. (Minimum 10 years of front line)

Staff vehicles are expected to serve in front line capacity for 160,000 miles.

The figures in maroon are items to be purchased with the bond funds.

*Assumes a \$500,000 per year contribution and \$25,000 per year interest minus the projected

The figures in orange are items that are not included in the Operating or Reserve account expenditures. They will be considered for addition to the Operating expenditures if NAV increase exceed the estimates used in the 5 year budget plan.



TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION
LEGAL ADVICE PURSUANT TO A.R.S. §38-431.03(A)(3) AND
INSTRUCTION TO DISTRICT LEGAL COUNSEL PURSUANT TO
A.R.S. §38-431.03(A)(4) RE: TRAINING CENTER DRAINAGE

The Board may go into Executive Session for legal advice and instruction to District legal counsel regarding the Training Center / Ace property drainage and soil erosion issues.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION
LEGAL ADVICE PURSUANT TO A.R.S. §38-431.03(A)(3) AND
INSTRUCTION TO DISTRICT LEGAL COUNSEL PURSUANT TO
A.R.S. §38-431.03(A)(4) RE: INTERGOVERNMENTAL
AGREEMENT WITH STATE FORESTRY

The Board may go into Executive Session for legal advice and instruction to District legal counsel regarding the State Forestry Intergovernmental Agreement.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION
LEGAL ADVICE PURSUANT TO A.R.S. § 38-431.03(A)(3) AND
PERSONNEL MATTER PURSUANT TO A.R.S. § 38-431.03(A)(1)
RE: PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM
(PSPRS) LOCAL BOARD MEMBER APPLICATIONS

The Board may go into Executive Session for legal advice and for personnel issue regarding Public Safety Personnel Retirement System Local Board Member applications.

The following applications are included: Stephen Nathenson and Ron Williams. Michael (Mickey) Robison is a current PSPRS Local Board Member and is also being considered for the position.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION
CONSULTATION FOR LEGAL ADVICE WITH ATTORNEY
PURSUANT TO A.R.S. §38-431.03(A)(3) AND LEGAL ADVICE
REGARDING CONTRACT SUBJECT TO NEGOTIATIONS
PURSUANT TO A.R.S. §38-431.03(A)(4) RE: CONFLICT OF
INTEREST WAIVER AND INTERGOVERNMENTAL
AGREEMENT WITH CHINO VALLEY FIRE DISTRICT FOR
SHARED OPERATIONS PERSONNEL

The Board may go into Executive Session for legal consultation and advice regarding conflict of interest waiver with Attorney Cornelius and Shared Operations Personnel Intergovernmental Agreement with Chino Valley Fire District.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO TRAINING
CENTER DRAINAGE ISSUES

The Board may discuss and take action regarding the Training Center drainage issues.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO STATE
FORESTRY AGREEMENT

The Board may discuss and take action regarding the State Forestry Agreement.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO PUBLIC
SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL
BOARD MEMBER APPLICATIONS

The Board may discuss and take action regarding the Public Safety Personnel Retirement System Local Board Member applications.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.



DRAFT MINUTES

CENTRAL YAVAPAI FIRE DISTRICT

Minutes of the Meeting of the Local Board of PSPRS

Wednesday, September 23, 2015
Central Yavapai Fire District Administration
8555 E Yavapai Road
Prescott Valley AZ

1. **CALL TO ORDER**
The meeting of the Local Board of PSPRS was called to order by Chairperson ViciLee Jacobs at 8:34 a.m.
2. **ROLL CALL OF BOARD MEMBERS**
Members Present: Board Chairperson ViciLee Jacobs, Board members Ron Litchfield, Lee Beaudette, Bill Barringer, Mickey Robison (appearing telephonically.)

Staff: Assistant Chief of Administration David Tharp, Board Secretary Patty Brookins

Guests: Scott Moore
3. **APPROVE BOARD MINUTES**
 - A. July 15, 2015
Mr. Beaudette made a motion to accept the minutes of the July 15 meeting as presented. Second was offered by Mr. Litchfield. MOTION PASSED UNANIMOUSLY with no abstentions.
4. **CALL TO THE PUBLIC**
No comments were offered by the public.
5. **OLD BUSINESS**
 - A. Creation of Local PSPRS Board of Directors Procedural Manual – Template
Chief Tharp reported on the progress of the procedural manual. He is revising the template provided by PSPRS to include specifics for our organization, and will have

a draft at the next meeting for the board to review. He stated that he will also include a section on Open Meeting Law and a forms section to the manual. Chief Tharp indicated that he will be in contact with the committee members (Jacobs, Beaudette and Litchfield) to assist with the revisions.

6. NEW BUSINESS

- A. Review and approve entry into DROP for Scott Moore, effective July 31, 2015
Members reviewed the documentation for Mr. Moore's entry into the DROP program, effective July 31, 2015. Mr. Beaudette made a motion to accept Mr. Moore's entry into the DROP program. Mr. Barringer offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.
- B. Affirm exit from DROP for Scott Moore, effective September 13, 2015
Members reviewed the documentation for Mr. Moore's exit from the DROP program. Ms. Brookins offered information on the timing of Mr. Moore's decision to retire. Mr. Litchfield offered a motion to accept Mr. Moore's exit from the DROP program, effective September 13, 2015, and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.
- C. Affirm exit from DROP for Gary Cordes, effective September 30, 2015
Members reviewed documentation for Chief Cordes' exit from the DROP program. Mr. Beaudette offered a motion to accept Chief Cordes' DROP exit, effective September 30, 2015. Mr. Barringer offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.
- D. Review and approve corrected DROP benefit calculation for Jeff Polacek
Ms. Brookins offered information on the recalculation of benefits for Chief Polacek, which came about after PSPRS staff received his final contribution. After discussion, Mr. Litchfield offered a motion to approve the amended benefit amount for Chief Polacek. Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.
- E. Review results from medical screening of Dan McCarty, Kyle Runo, and Ryan Trask; consider acceptance into PSPRS without pre-existing medical conditions.
Members reviewed results from the medical screenings for each of these new firefighters. Ms. Jacobs called for separate motions for each employee, as follows:
- McCarty: Mr. Beaudette offered a motion to accept Mr. McCarty into PSPRS. Mr. Barringer offered a second. It was noted that Mr. McCarty has about a year of service already in the PSPRS system from his previous employer. MOTION PASSED UNANIMOUSLY with no abstentions.
- Runo: Mr. Litchfield offered a motion to accept Mr. Runo into PSPRS. Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.
- Trask: Mr. Litchfield offered a motion to accept Mr. Trask into PSPRS. Mr. Barringer offered a second. It was noted that Mr. Trask has almost nine years of service already in the PSPRS system from his previous employer. MOTION PASSED UNANIMOUSLY with no abstentions.

7. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Status of Local Board under Arizona Revised Statutes and issues related to procedures for required election and appointment of members

The Board did not go into Executive Session.

8. OLD BUSINESS CONTINUED

- A. Discussion and possible direction/ action re: status of Local Board under Arizona Revised Statutes and issues related to procedures for required election and appointment of members

Since there was no move into Executive Session, the members moved on to New Business.

9. NEW BUSINESS CONTINUED

- F. Review of Election Results of Employee Representatives of the Local PSPRS Board of Directors and approval of results

Chief Tharp reported on the process for open nominations from members. He stated that all 78 members received the email with the nomination and election instructions. He received no nominations from that process, so as directed by the Board, he conducted an election with the two existing Local Board members on the ballot. Mr. Beaudette was elected to a 4-year position with 25 votes. Mr. Litchfield was elected to a 2-year position with 27 votes. Chief Tharp reported that there was a ballot space for write-in candidates and none were received.

Ms. Jacobs called for a motion to accept the election results for Mr. Beaudette. Mr. Barringer made that motion and Ms. Jacobs offered a second. MOTION PASSED UNANIMOUSLY with Mr. Beaudette abstaining from the vote.

Ms. Jacobs then called for a motion to accept the election results for Mr. Litchfield. Mr. Barringer made that motion and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with Mr. Litchfield abstaining from the vote.

- G. Review of Applications of Citizen/ Public members of Local PSPRS Board of Directors for possible appointment.

Chief Tharp provided the members with a summary of the process used to advertise for citizen applicants. A total of four applications were received, although one (Ron Williams) was received after the deadline. Chief Tharp explained that the Local Board should review the applications and make a recommendation to the Fire Board for appointment to the Local Board.

Mr. Barringer stated that he is not interested in seeking another term. Mr. Robison stated again that he would like to be considered, and it was confirmed that his verbal request at the last meeting was sufficient to consider him for this position and that there was no need for him to complete an application.

Ms. Jacobs stated that there are 2 positions available, and one is for a two-year term and one is for a four-year term.

Ms. Jacobs opened up the discussion on the remaining applicants. Mr. Litchfield asked if the board could still consider a candidate who had missed the application deadline. Chief Tharp advised that if the board reviewed the three applications that were timely and didn't want to consider them further, then they could consider the fourth late-filing applicant. He advised that the board could also decide to exclude the fourth applicant. Ms. Jacobs commented that the late candidate, Mr. Williams, had been in touch with her for weeks prior to the deadline and advised her that his application would be late due to his pressing responsibilities as constable. She stated that she had talked with Chief Tharp about the late application, and explained that the candidate understands the process and had asked for consideration due to his other obligations.

Ms. Jacobs went through the applications and stated that she had talked with both Mr. Stephen Nathenson and Mr. John Lamerson. She did not talk with Mr. Hanson, although Chief Tharp had a brief conversation with him when he dropped off his application, only clarifying that this is a volunteer position. Ms. Jacobs again stated that she talked with Mr. Williams for weeks before the deadline, and that he is well-known in the community. Mr. Beaudette commented that he would like the board to consider adding language to our procedure manual addressing late applicants for positions, and the members agreed.

Chief Tharp advised the board that past experience with the PSPRS system is a benefit for applicants, but the lack of experience should not be an excluding factor.

Ms. Jacobs then called for questions and receiving none, called for a motion to accept the application of Roger Hanson. Mr. Litchfield made the motion and Mr. Beaudette offered a second, and the MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept Mr. Hanson as a possible candidate for appointment. Mr. Beaudette offered the motion, and Mr. Barringer offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept the application of Stephen Nathenson. Mr. Litchfield made the motion and Mr. Beaudette offered a second, and the MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept Mr. Nathenson as a possible candidate for appointment. Mr. Beaudette offered the motion, and Mr. Barringer offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept the application of John Lamerson. Mr. Litchfield made the motion and Mr. Beaudette offered a second, and the MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept Mr. Lamerson as a possible candidate for appointment. Mr. Beaudette offered the motion, and Mr. Barringer offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept the application of Ron Williams. Mr. Beaudette made the motion and Mr. Litchfield offered a second, and the MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept Mr. Williams as a possible candidate for appointment. Mr. Barringer offered the motion, and Mr. Litchfield offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then called for a motion to accept Mr. Robison as a possible candidate for appointment. Mr. Litchfield offered the motion, and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Mr. Litchfield then discussed the PSPRS experience that Mr. Robison brings to the board, and suggested that the members consider him for a four-year term due to his past experience.

Ms. Jacobs called for a motion to make a recommendation to the CYFD Fire Board that Mr. Robison be appointed to a four-year term. Mr. Litchfield made that motion and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs inquired about Mr. Robison's availability for training and for service. Mr. Robison stated that he maintains a residence in Arizona, in the district, although he is currently in another state until December 18. He stated that he would continue to be available by phone for any meetings or training before that date, and would be returning to Arizona after that date. Ms. Jacobs asked for discussion on the issue and stated that the district's attorney, Nick Cornelius, would like to conduct training on open meeting law, HIPPA, and other matters and that is scheduled for the next board meeting in November. She also stated that Mr. Robison would need to appear in person to be sworn in and that he needs to provide proper representation at board meetings. Mr. Robison stated that although he has been sworn in in the past telephonically, and would be available telephonically for training, he didn't feel he could incur the expense of coming to Arizona in November just to be sworn in in person.

Ms. Jacobs stated that she felt we really needed to have people here in person rather than by phone. She said her thoughts are to select someone else to serve the four-year term, and asked the board to present her with another candidate for the four-year term so that she can present both candidates to the Fire Board and let them decide if Mr. Robison's inability to be present in person precludes him from service. After discussion, Ms. Jacobs called for a motion to recommend Ron Williams for the four-year term as an alternate candidate. Mr. Beaudette offered the motion, and Mr. Litchfield offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs turned to the two-year term and stated that there are four applicants. Mr. Litchfield asked if Mr. Robison would not be considered for the two-year term, and Ms. Jacobs explained that if Mr. Robison is deemed ineligible for the four-year term due to his unavailability, then he would also not be eligible for a two-year term.

Ms. Jacobs asked for a motion to accept Mr. Williams for a two-year term if he is not selected for the four-year term. Mr. Robison asked if it would make it easier for everyone if he withdrew his name from consideration since he is unable to be sworn in and attend the training in person. Mr. Robison stated that he was a founding member of this board and has served for 37 years, and he would like to continue. Chief Tharp explained that Ms. Jacobs wants to have the training with everyone present. He cautioned the board not to force someone out because they can't be available in person at the exact time prescribed. Ms. Jacobs stated that she still would like to consider Mr. Robison, and that she will meet with Attorney Cornelius prior to today's Fire Board meeting to see if he has concerns with Mr. Robison not being physically present for training.

Ms. Jacobs then turned to the two-year term recommendations. She asked for a motion to consider Mr. Hanson. Receiving none, she then asked for a motion to consider Mr. Nathenson. Mr. Beaudette offered the motion, and Mr. Litchfield offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs then asked for a motion to consider Mr. Lamerson. Receiving none, she then asked for a motion to consider Mr. Williams. Mr. Barringer offered the motion, and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Chief Tharp stated that if the Local Board were to recommend to the Fire Board more candidates than there are positions, they may want to consider reviewing the applications before they make a determination. The members then discussed offering recommendations to the Fire Board, and Ms. Jacobs stated that she will discuss accommodations for Mr. Robison. She stated that if Mr. Robison is not approved, then Mr. Williams would be the recommended candidate for the four-year term, with Mr. Nathenson being the recommended candidate for the two-year term.

Mr. Litchfield stated that he would like to see Mr. Robison recommended for the four-year term. He stated that Mr. Robison has given 37 years to this board, and that the Local Board should be able to accommodate him for a few months.

Ms. Jacobs acknowledged that statement and said that she will talk with the Fire Board to see if they would accept the requested accommodation.

10. NEXT MEETING

A. Next regular meeting is scheduled for November 18, 2015

Ms. Jacobs stated that Attorney Cornelius will attend the next meeting. Discussion was held on the date and the conflicts with shift schedules for Mr. Litchfield and Mr. Beaudette. After discussion, it was proposed to move the meeting to December 2 at 8:30 a.m. Ms. Jacobs called for a motion to change the date. Mr. Litchfield offered the motion, and Mr. Beaudette offered a second. MOTION PASSED UNANIMOUSLY with no abstentions.

Ms. Jacobs asked Chief Tharp to contact the committee members to begin work on the member handbook.

Chief Tharp reported that once the Fire Board accepts the appointments, he will schedule a time to bring the new members before the Fire Board for the swearing in.

11. ADJOURNMENT

Mr. Beaudette offered a motion to adjourn the meeting, and Mr. Litchfield offered a second. Meeting adjourned at 9:40 a.m.

ViciLee Jacobs, Chairperson

TO: Fire Board
FROM: Chief Freitag
DATE: November 11, 2015

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO THE
CONFLICT OF INTEREST WAIVER AND
INTERGOVERNMENTAL AGREEMENT WITH CHINO VALLEY
FIRE DISTRICT FOR SHARED OPERATIONS PERSONNEL

The Board may discuss and take action regarding the conflict of interest waiver and intergovernmental agreement with Chino Valley Fire District for shared operations personnel.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.